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ABSTRACT

The document is a compendium of abstracts of career materials from a variety of media; materials were reviewed not only in terms of suitability for use by adults, but also in terms of quality of career information. Reading levels have been included for each piece of written career information material. A supplement to a previously published resource guide, the document provides additional career information resources, with increased proportions of materials which are produced in audio-visual media formats, written at reading comprehension levels better suited to adults with lower levels of reading skills, and/or addressed to the needs of women and minorities. Focus has also been placed on inexpensive or free materials. Entries for printed materials are catalogued according to 16 major occupational areas; audiovisual materials are catalogued separately. Forms employed in the adult career education resources survey are appended. (Author/AJ)

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AUG 1 1 1975

RESOURCES

Recommendations for Adult Career Resources Supplement

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NATIONAL INSTITUTE OF EDUCATION

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ADULT CAREER EDUCATION RESOURCES SURVEY
of
B'nai B'rith Career and Counseling Services

RESOURCES

Recommendations for Adult Career Resources

Supplement
July 1975

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PREFACE

RESOURCES: RECOMMENDATIONS FOR ADULT CAREER EDUCATION RESOURCES was published in June 1974. It is a compendium of career materials that may be used in adult education courses to help the interested adult student become more familiar with a wide range of careers. The present volume is a supplement to the 1974 publication with a new set of references. The Supplement emphasizes more than the first volume did career and occupational descriptions encouraging to women and to minority groups. It also contains a separate section on audio-visual materials. The two volumes are offered to those concerned with adult education as a carefully screened source of career information for adult education classes.

The Survey staff wishes to acknowledge the invaluable contribution of Mr. Emmanuel Weinstein, Occupational Analyst, U.S. Department of Labor. Mr. Weinstein assisted the staff in devising the occupational coding system by which all career materials reviewed in Resources have been cataloged.

Grateful acknowledgement is also accorded to members of the Survey's Advisory Committee for their valued assistance in developing review forms for printed and audio-visual materials, as well as their help in establishing style and format for the reviews.

The generous submission of review copies of materials by many organizations is deeply appreciated. Professional and commercial organizations, trade associations, labor unions, state and federal agencies, and publishing houses provided the materials which made this work possible.

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INTRODUCTION

Adult career education focuses on preparing, training, or retraining persons for work. Ideally this thrust should culminate in the student's ability to enter a career and deal with the world of work. One goal of career education, then, is to prepare individuals to attain self-fulfillment by learning and preparing for their vocational roles. These roles may be multiple and change throughout one's lifetime. Recent U.S. Department of Labor statistics indicate that the average worker may soon expect to hold five to nine different jobs during his or her working career.

Adults return to school, either Adult Basic Education (ABE) or continuing education, for a variety of reasons. They may consider additional education as a means of self-development or self-fulfillment. Alternatively, they may see education as the necessary first step in attaining basic human needs such as food, clothing and housing. They may also recognize that changing job patterns and developments in technology, products, and markets require continuing education and upgrading of skills. Through career education, adult students may have an opportunity to understand better the role of work in our society, the wide range of career and job opportunities, and the ever-changing job market. The Adult Career Education Resources Survey is based on the premise that adult career education can create career awareness, orientation, exploration, and preparation.

Objectives of the Resources Publications

Adults enrolled in career education may find it helpful to have materials that describe familiar careers or introduce them to new occupations. The two Resources compendiums (the 1974 publication and the present Supplement) provide abstracts of written and audio-visual career materials suitable for adults which describe a wide range of occupations. Each item listed is cataloged according to occupation. The abstracts are designed to permit quick judgments as to their appropriateness for a particular adult education requirements. They ofter a useful resource for students, teachers, counselors and librarians.

The Resources volumes are also designed for use in conjunction with career activities suggested in EXPLORATIONS, PART I, REVISED (GUIDELINES FOR CAREER DEVELOPMENT IN ADULT EDUCATION). This companion volume of the Adult Career Education Resources Survey contains field tested career development activities which reinforce skill development in reading, writing, oral communication and critical thinking. It serves as a curriculum guide for the teacher in adult education with the dual purpose of increasing career awareness and utilizing career materials to meet course objectives.

Sources of Career Materials

Much effort was devoted to locating suitable career materials for review. Especially sought were materials available at no charge, single copy free, or at low cost in view of the small budgets usually allotted to adult education programs. Requests for printed and audio-visual materials were sent to trade and professional associations, labor unions, state and federal government agencies, publishers of career information and various educational projects. Literature of the counseling and guidance professions was culled for references.

The most comprehensive source of occupational material is the Bureau of Labor Statistics of the United States Department of Labor through the Occupational Outlook Handbook and its series of related publications. Heavy reliance has been made on these materials in the Resources Supplement. The reader will find that many other sources use Occupational Outlook publications as basic documents, although each may treat the

information in its own unique format and digest the subject matter in readable form for specific audiences. An explanation of the Occupational Outlook Handbook publications is given on page 135 of this text.

Almost all states have employment security agencies which publish career information materials. In this issue of Resources materials are referenced only for those states which will supply copies to out-of-state institutions requesting them. Another criterion for inclusion of state-developed career information is the degree to which it can be generalized for the rest of the country. Those portions of the occupational materials which describe job duties and training requirements tend to be generally applicable. In most cases, however, details such as compensation and employment outlook are usually relevant to local conditions. Residents of every state may find their own state agencies very helpful in supplying current information, probably at no cost.

Any item listed in this compendium may be obtained by writing to the source named in the abstract. Addresses of all sources will be found in Appendix A, the alphabetical listing of sources. Also to be found in Appendix A are the addresses of offices from which publications of the Occupational Outlook Handbook may be obtained, as well as state employment security agencies.

Publishers of career materials frequently have bulk rates if the purchaser desires a significant number of copies of a single item. The same is often true of trade and professional associations. The reader is invited by these organizations to request price information for quantity purchase.

Review of Materials

Career materials received were reviewed by members of the Survey staff. Over half of the items recommended by a staff member for inclusion in this edition of Resources were also reviewed by at least one more staff member.

Two review forms, one for printed materials and one for audio-visual media, were developed for use with the first Resources volume and continued for the Supplement. These forms are reproduced in Appendix B. They may prove useful as a tool for the adult education teacher or student to review career materials not listed in this compendium.

Criteria for review included adequacy of information on description of duties, work settings, compensation, working conditions, and personal training requirements. Appropriateness for an adult population was carefully evaluated. Criteria for audio-visual media included quality of presentation. Priority was given to materials that described careers requiring no more than a high school education.

Reading Levels

The Fry Readability Formula, developed by Dr. Edward Fry of Rutgers University Reading Center, was used to determine reading levels. This formula was selected because of its applicability to a broad range of reading difficulty. The reading level of each piece of career material reviewed has been placed in one of the following groups:

Reading Level	I - Grades 1 - 8
	II - Grades 8 - 12
	III - Grades 12+

Although special attention was given to locating career materials with a reading level at eighth grade or below, such materials were difficult to locate. In fact, many materials received were judged to be at reading level III, a level considered inappropriate for most ABE students and perhaps for others.

However, a reading level estimated to be in Group III may be less formidable than it appears. One factor in measuring reading difficulty is number of syllables per word.

Technical jobs cannot easily be described without including some multi-syllable words which are within the reading vocabulary of almost everybody: words like occupational, mechanic, refrigeration, stenographer, laboratory, technician, manufacturing, etc. Most materials aimed at jobs not requiring college background are well written. Therefore, even if the readability index is recorded at level III an item should not be disregarded for that reason. It may offer challenging information and may stimulate a slow reader to pursue further education and training.

Abstracts

Each item listed in Resources is annotated. Abstracts are written in a brief, telegraphic style. Differences in abstracts result from varying writing styles of reviewers. A more detailed explanation of the information contained in each review and abstract follows.

Explanation of Reviews: Printed Materials

The following information is included in each review of printed materials:

Catalog Number: Each abstract is categorically classified according to the cataloging system on pages ix - xxii of this book.

Title: Includes subtitles or identifying numbers, such as order numbers.

Author: Listed if given.

Date: Year of publication.

Price: Cost in dollars and cents; No Charge (NC), indicating that a reasonable number of copies will be sent without cost; Single Copy Free (SCF), which usually means that only one copy will be sent, and that one at no cost. Other specifications, such as enclosing a self-addressed, stamped envelope, are shown. (Note: If quantities of a single publication are desired, a bulk rate may be obtained by making preliminary inquiry of the source.)

Pages: Length of printed materials.

Reading Levels: Reading Level
I - Grades 1 - 8
II - Grades 9 - 12
III - Grades 12+

Source: Gives name only. For address refer to Appendix A, the alphabetical listing of sources.

Abstract: Notes areas of information covered in the publication or material. This information may include description of work duties, work settings and conditions, qualifications and preparation, credentials required, methods of job entrance, personal attributes, and advancement possibilities. Employment outlook, income level, other potential personal rewards, history of the occupation, its importance to the community, and advantages and disadvantages of the career may also be included. Style, quality and effectiveness are also considered. Additional information sources, the audience to whom the material is addressed, and any other pertinent information is also noted.

Sample Review:

15.215 **TITLE:** A Rewarding Technical Career in Instrumentation Awaits You

Date: 1975 **Pages:** 10
Price: 50¢ **Reading Level:** III

Source: Instrument Society of America

Describes jobs not requiring college degrees in engineering: instrument mechanic, instrument foreman, instrument technician, instrument maker. Discusses background and industries involved, educational requirements, types of schools and sources of information.

Explanation of Reviews: Audio-Visual Media Materials

A considerable diversity of forms are available for career education materials. These media include films of several sizes, filmstrips in combination with records or cassettes, slides with records or cassettes, videotapes and video cassettes, and cassettes or records with printed materials. In some cases a choice of media is offered for the same material.

Information supplied parallels that for printed materials:

Title: Includes subtitles and order numbers.

Media: Shows one or more formats in which materials are offered. If ordering numbers vary according to media, order numbers are given here instead of in Title.

Date: Year of production.

Length: Running time in minutes.

Price: Sale and/or rental costs for each of the media in which materials are offered.

Source: Gives name only. For address, see Appendix A, the alphabetical list of sources.

Abstract: Parallels that for written materials, with suitable comment on audio-visual qualities when necessary.

Sample Review:

03.000 **TITLE:** Careers: Construction

Media: 16 mm Color Film (Order No. 91580)
Super 8 Color Film (Order No. 61585)

Date: 1970 **Length:** 9 minutes

Price: Sale - $150.50 (16 mm)
- $105.50 (Super 8)
Rental - $ 15.00 (16 mm)

Source: Doubleday Multimedia

Shows duties of a range of jobs in construction. Offers general information about field — effects of "tight" money, irregularity of work, union membership, apprenticeships, growth of prefabrication and consequent dislocation of work to factories. User's guide contains information on choosing a career and on employment opportunities, earnings, advancement and related references.

CATALOGING SYSTEM

To serve as an organizational framework for the materials reviewed in Resources a classification system was developed. The cataloging system is designed for ease in use and adaptation by adult educators, should they wish to catalog career materials they may acquire. This system has been applied in both the 1974 volume of Resources and this Supplement.

Each major occupational field of the cataloging system is linked to the U.S. Office of Education Career Clusters: Agri-business and Natural Resources, Business and Office, Communications and Media, Construction, Consumer and Homemaking Education, Environment, Fine Arts and Humanities, Health, Hospitality and Recreation, Manufacturing, Marine Science, Marketing and Distribution, Personal Services, Public Services, and Transportation. Appropriate USOE career clusters are noted in the preface description of each major occupational field.

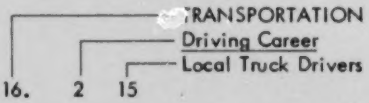
Major occupational fields used in the Adult Career Education Resources Survey cataloging system have been assigned a numerical designation using the first two digits of a five digit system. The Survey's occupational fields have been arranged alphabetically in 16 categories. Two categories appear in Resources' Supplement which do not exist in the 1974 volume in order to accommodate special types of career materials. Category 20.000 is designed for materials which embrace a number of major fields or contain career information of a general nature. Category 21.000 is used for the Occupational Outlook Handbook and the publications associated with that volume.

01.000	ADMINISTRATION AND MANAGEMENT
02.000	COMMUNICATION
03.000	CONSTRUCTION
04.000	EDUCATION
05.000	FINE ARTS
06.000	HEALTH SCIENCES
07.000	INDUSTRIAL PRODUCTION
08.000	NATURAL RESOURCES AND ENVIRONMENT
09.000	NATURAL SCIENCES
10.000	OFFICE AND CLERICAL
11.000	REPAIR AND MECHANICS
12.000	SALES AND MARKETING
13.000	SERVICE (PERSONAL, PROTECTIVE, PUBLIC, OTHER)
14.000	SOCIAL SCIENCES
15.000	TECHNICAL SCIENCES
16.000	TRANSPORTATION
20.000	GENERAL COLLECTIONS OF CAREER INFORMATION AND MULTI-OCCUPATIONAL MATERIALS
21.000	PUBLICATIONS OF BUREAU OF LABOR STATISTICS

The third digit refers to the sub-category which, when utilized, divides an occupational field into several specific career areas. The last two digits are assigned to alphabetically listed, specific jobs and careers. There are 99 spaces for occupations in each subcategory. In this compendium increments of 5 or less, depending on the number of occupations included in each career area, have been utilized. This allows for growth and expansion of the Survey cataloging system.

Note that the designation "99" has been assigned to "other" careers in each occupational field or career area. Such "other" jobs and careers include areas in which there

is a scarcity of information, few workers are required, or there is a limited employment outlook. Following is a sample listing and interpretation:



Each occupation is assigned only one listing in the cataloging system. Actuaries, for instance, are listed in OFFICE AND CLERICAL under Insurance Careers; they are not listed in NATURAL SCIENCES under Mathematics Occupations. Familiarity with the cataloging system will facilitate locating occupations that may be in question. If an occupation is not easily located, its placement may be checked in the occupational title index, which alphabetically lists occupations and notes their catalog and page numbers. This index appears at the end of the Supplement.

Following is the complete cataloging system used in this compendium.

01.000 ADMINISTRATION AND MANAGEMENT

Most administrative personnel are professional office workers who run or assist in running businesses and other organizations.* Duties of personnel represented in this category include overseeing and assuming responsibility for the accomplishment of specific tasks. Organizational abilities as well as policy and decision-making in the conduct of daily business may also be part of that responsibility. Careers are included from the following U.S. Office of Education Career Cluster areas: Business and Office, Marketing and Distribution, Public Services.

01.005 Accountants
01.010 Advertising workers
01.015 Attorneys/Lawyers
01.020 Bank officers
01.025 City managers
01.030 Credit officers
01.035 Hospital administrators
01.040 Hotel, restaurant and club managers
01.045 Industrial traffic managers
01.050 Marketing research workers
01.055 Office managers
01.060 Personnel workers
01.065 Public relations workers
01.070 Purchasing agents
01.099 Other

02.000 COMMUNICATIONS

Communications is often synonymous with public information. Keeping the public informed about current events and their effect on people's daily lives is a major function of the communications field. Ways in which people express their thoughts and ideas, as well as the interpretation of the thoughts and ideas of others are functions of this career area. Careers are included from the following U.S. Office of Education Career Cluster areas: Communications and Media, Public Services.

*Occupational Outlook Handbook, U.S. Dept. of Labor, 1974-75, p. 128.

02.100 Writing Careers

02.105 Literary writers
02.110 Newspaper editors
02.115 Newspaper reporters
02.120 Technical writers
02.199 Other

02.200 General Communications Careers

02.205 Interpreters/translators
02.210 Television and radio announcers
02.299 Other

03.000 CONSTRUCTION

Activities in this industry include the construction of buildings, interior construction (i.e., electricians, elevator constructors, etc.), and construction of public works (roads, dams, bridges, etc.).* Construction workers deal not only with new construction projects, but also with additions, alterations and repair of existing structures. Careers are included from the U.S. Office of Education Career Cluster area: Construction.

03.005 Asbestos and insulation workers
03.010 Bricklayers
03.015 Carpenters
03.020 Masons (cement and concrete finishers)
03.025 Construction laborers
03.030 Electricians (construction)
03.035 Elevator constructors
03.040 Floor covering installers
03.045 Glaziers
03.050 Lathers
03.055 Marble setters, tile setters, and terrazzo workers
03.060 Operating engineers (constructor machinery operators)
03.065 Painters and paperhangers
03.070 Plasterers
03.075 Plumbers and pipefitters
03.080 Roofers
03.085 Sheet metal workers
03.090 Stone masons
03.095 Structural, ornamental, and reinforcing iron workers; riggers and machine movers
03.099 Other

04.000 EDUCATION

Occupations in this category are concerned with imparting information and knowledge about the arts, sciences and other academic fields or physical activity. Teaching, administering or advising others in any of these subject matters encompass the major areas of education.** Because library careers also deal with the dissemination of information, they are also included under education. Careers are included from the following U.S. Office of Education Career Cluster area: Public Service.

*Dictionary of Occupational Titles, Volume II: Occupational Classification, 1965, p. 5
**Dictionary of Occupational Titles, Volume II: Occupational Classification, 1965, p. 56

04.100 Administrative Careers

04.105 College administrators
04.110 Elementary and secondary school administrators
04.199 Other

04.200 Library Careers

04.205 Librarians
04.210 Library technicians
04.299 Other

04.300 Teaching Careers

04.305 Adult education teachers
04.310 College and university teachers
04.315 Kindergarten and elementary school teachers
04.320 Nursery school teachers
04.325 Secondary school teachers
04.330 Special education teachers
04.335 Teacher aides
04.399 Other

05.000 FINE ARTS

Creativity, aesthetics and expression of ideas are involved in the fine arts. Careers dealing with the performing arts, designing, and graphic arts fall into this category. Careers are included from the following U.S. Office of Education Career Cluster areas: Environment, Fine Arts and Humanities, Communications and Media, Manufacturing, Public Services.

05.100 Performing Arts Careers

05.105 Actors and actresses
05.110 Dancers
05.115 Musicians and singers
05.199 Other

05.200 Graphic and Design Careers

05.205 Architects
05.210 Artists (painters, sculptors, etc.)
05.215 Commercial artists
05.220 Display designers
05.225 Floral designers
05.230 Industrial designers
05.235 Interior designers
05.240 Landscape architects
05.245 Photographers
05.299 Other

06.000 HEALTH SCIENCES

Included in this occupational field are careers concerned with the preservation and restoration of health as well as prevention of illness. Positions at the professional, technical and support levels are involved in this field. Careers are included from the following U.S. Office of Education Career Cluster areas: Health, Public Service.

06.100 Dental Careers

06.105 Dentists
06.110 Dental assistants
06.115 Dental hygienists
06.120 Dental laboratory technicians
06.199 Other

06.200 Medical Practitioners

06.205 Chiropractors
06.210 Ophthalmologists
06.215 Optometrists
06.220 Osteopaths
06.225 Physicians
06.230 Podiatrists
06.235 Psychiatrists
06.240 Veterinarians
06.299 Other

06.300 Medical Technicians, Technologists and Assistant Careers

06.305 Electrocardiograph technicians
06.310 Electroencephalograph technicians
06.315 Medical assistants
06.320 Medical laboratory workers
06.325 Medical records technicians
06.330 Operating room technicians
06.335 Radiologic technologists
06.340 Surgical technicians
06.399 Other

06.400 Nursing Careers

06.405 Licensed practical nurses
06.410 Nurses' aides, orderlies, and attendants
06.415 Nurse-midwives
06.420 Registered nurses
06.499 Other

06.500 Therapy and Rehabilitation Careers

06.505 Art therapists
06.510 Inhalation (respiratory) therapists
06.515 Music therapists
06.520 Occupational therapists
06.525 Occupational therapy assistants
06.530 Physical therapists
06.535 Physical therapist assistants
06.540 Speech pathologists and audiologists
06.599 Other

06.600 Other Health Careers

06.605 Dietitians
06.610 Medical record librarians
06.615 Pharmacists
06.620 Sanitarians
06.699 Other

07.000 INDUSTRIAL PRODUCTION

Careers involving the processes of using machines or chemicals to turn raw materials into finished products are essential to this industry. Careers are included from the U.S. Office of Education Career Cluster area: Manufacturing.

07.100 Foundry Careers

07.105 Core workers
07.110 Molders
07.115 Patternmakers
07.199 Other

07.200 Machining Careers

07.205 All-round machinists
07.210 Instrument makers (mechanical)
07.215 Machine tool operators
07.220 Set-up workers (machine tools)
07.225 Tool and die makers
07.299 Other

07.300 Printing Careers

07.305 Bookbinders
07.310 Composing room workers
07.315 Lithographic workers
07.320 Photoengravers
07.325 Printing press operators and assistants
07.399 Other

07.400 Production and Related Careers

07.403 Assemblers
07.406 Automobile painters
07.409 Automobile trimmers and installation workers (Automobile upholsterers)
07.412 Blue collar worker supervisors
07.415 Boilermakers
07.418 Bottling and canning workers
07.421 Electroplaters
07.424 Forger operators
07.427 Furniture and wood finishers
07.430 Furniture upholsterers
07.433 Inspectors, manufacturing
07.436 Inspectors, metal working
07.439 Meat cutters
07.442 Millwrights
07.445 Photographic laboratory workers
07.448 Power truck operators
07.451 Production painters
07.454 Sewers and stitchers, manufacturing
07.457 Spinners, textile
07.460 Stationary engineers
07.463 Tenders, furnace and stokers

07.466 Water treatment plant operators
07.469 Weavers, textile
07.472 Welders and flame cutters
07.499 Other

08.000 NATURAL RESOURCES AND ENVIRONMENT

Careers in this area are concerned with the earth's composition, the use of its resources, life in our environment and the living things which compose that environment.* Careers are included from the following U.S. Office of Education Career Cluster areas: Agri-business and Natural Resources, Environment, Marine Sciences.

08.005 Farm laborers
08.010 Farmers and farm managers
08.015 Fishers, hunters and trappers
08.020 Foresters
08.025 Forestry technicians
08.030 Miners
08.035 Oil well workers
08.040 Quarry workers
08.045 Range managers
08.050 Soil conservationists
08.099 Other

09.000 NATURAL SCIENCE

This occupational area is concerned with the physical world and its living beings. People working in this career area, as opposed to those in Natural Resources and Environment, are concerned with pure research or theory development. Careers are included from the following U.S. Office of Education Career Cluster areas: Agri-business and Natural Resources, Environment, Marine Science, Public Services.

09.100 Environmental Scientists

09.105 Geologists
09.110 Geophysicists
09.115 Meteorologists
09.120 Oceanographers
09.199 Other

09.200 Life Scientists

09.205 Biochemists
09.210 Biologists
09.215 Soil scientists
09.299 Other

09.300 Mathematicians

09.305 Mathematicians
09.310 Statisticians
09.399 Other

*Occupational Outlook Handbook, Dept. of Labor, 1974-75, p. 352.

09.400 Physical Scientists

09.405 Astronomers
09.410 Chemists
09.415 Food scientists
09.420 Physicists
09.499 Other

10.000 OFFICE AND CLERICAL

This category encompasses careers with responsibilities directly related to general office work, such as bookkeeping, taking and transcribing dictation, typing and keeping records, and duties pertaining to the operation of various office machines.* Duties pertaining to handling monetary transactions are also involved. Careers are included from the following U.S. Office of Education Career Cluster areas: Business and Office, Marketing and Distribution, Public Services.

10.100 Banking Careers

10.105 Bank clerks
10.110 Bank tellers
10.199 Other

10.200 Computer and Related Careers

10.205 Electronic computer operating personnel
10.210 Keypunch operators
10.215 Programmers
10.220 Systems analysts
10.299 Other

10.300 General Office Careers

10.305 Bookkeeping workers
10.310 Cashiers
10.315 File clerks
10.320 Hotel front office clerks
10.325 Mail clerks
10.330 Office machine operators
10.335 Receptionists
10.340 Shipping and receiving clerks
10.345 Statistical clerks
10.350 Stock clerks
10.355 Stenographers and secretaries
10.360 Telephone operators
10.365 Typists
10.399 Other

10.400 Insurance Careers

10.405 Actuaries
10.410 Claims adjusters
10.415 Claims examiners

*Dictionary of Occupational Titles, Volume II: Occupational Classification, 1965, p. 554.

10.420 Underwriters
10.499 Other

11.000 REPAIR AND MECHANICS

This occupational area includes skilled workers who service and maintain the smooth operation of automobiles, airplanes, industrial machinery and household appliances.* Careers are included from the following U.S. Office of Education Career Cluster areas: Agri-business and Natural Resources, Business and Office, Communications and Media, Construction, Health, Hospitality and Recreation, Manufacturing, Marine Sciences, Marketing and Distribution, Personal Services, Transportation.

11.003 Air-conditioning, refrigeration, and heating mechanics
11.006 Appliance service technicians
11.009 Automobile body repairers
11.012 Automobile mechanics
11.015 Boat motor mechanics
11.018 Bowling-pin-machine service technicians
11.021 Business machine service technicians
11.024 Data-processing equipment service technicians
11.027 Diesel mechanics
11.030 Electric sign service technicians
11.033 Farm equipment mechanics
11.036 Industrial machinery repairers
11.039 Instrument repairers
11.042 Jewelers
11.045 Locksmiths
11.048 Maintenance electricians
11.051 Motorcycle mechanics
11.054 Optical mechanics
11.057 Piano and organ service workers
11.060 Shoe repairers
11.063 Telephone line installers and cable splicers
11.066 Telephone craft workers
11.069 Telephone and PBX installers and repairers
11.072 Television and radio service technicians
11.075 Truck and bus mechanics
11.078 Vending machine mechanics
11.081 Watch repairers
11.099 Other

12.000 SALES AND MARKETING

Careers in this occupational area involve retail and wholesale selling for manufacturers, insurance companies and other producers of goods and services. Careers are included from the following U.S. Office of Education Career Cluster areas: Business and Office, Manufacturing, Marketing and Distribution, Transportation.

12.005 Automobile parts counter workers
12.010 Automobile salesworkers
12.015 Automobile service advisors

*Occupational Outlook Handbook, Dept. of Labor, 1974-75, p. 403.

12.020 Buyers, wholesale and retail
12.025 Gasoline service station attendants
12.030 Insurance agents and brokers
12.035 Models
12.040 Manufacturers' salesworkers
12.045 Real estate salesworkers and appraisers
12.050 Retail trade salesworkers
12.055 Route workers
12.060 Securities salesworkers
12.065 Wholesale trade salesworkers
12.099 Other

13.000 SERVICE (PERSONAL, PROTECTIVE, PUBLIC, OTHER)

Careers involving services to people are the focus of this occupational area. Food service occupations, cleaning services, private household occupations, protective and related services are included. Note that public service occupations include those necessary for the operation of all levels of government (excluding the military). Such occupations reflect services desired and needed by individuals and groups, and are performed through organizations established by society, usually on a non-profit basis and supported by tax revenues.* Careers are included from the following U.S. Office of Education Career Cluster areas: Personal Services, Consumer and Homemaking Education.

13.100 Personal Service Careers

13.105 Barbers
13.110 Cosmetologists
13.115 Funeral directors and embalmers
13.120 Launderers, private household
13.125 Laundry and dry cleaning operators
13.130 Private household workers
13.135 Tailors
13.199 Other

13.200 Protective Service Careers

13.205 Armed service personnel
13.210 Construction inspectors
13.215 FBI agents
13.220 Firefighters
13.225 Guards
13.230 Health and regulatory inspectors
13.235 Police officers
13.240 Prison and probation officers
13.245 State police officers
13.250 Treasury enforcement agents
13.299 Other

13.300 Public Service: Government Agency Management
(Organizing and managing the supportive service units of government agencies and organizations.)**

*U.S. Office of Education, Bureau of Occupational and Adult Education.
**Public Service Occupations in Career Education, National Advisory and Review Committee, Public Service Occupations Curriculum Project, William E. Burns, 1973, p. 20.

13.305 Contracts officers
13.310 Fiscal officers
13.315 Public administration analysis trainees
13.320 Public information/Relations officers
13.399 Others

13.400 Public Service Rural, Urban and Community Development
(Planning and organizing various elements for orderly growth)*

13.405 Acquisition officers
13.410 Building inspector trainees
13.415 Building/zoning officers
13.420 Community action workers
13.425 Community program aides
13.430 Planning aides
13.435 Planning officers
13.499 Other

13.500 Public Service: Social and Economic Services
(Workers in social service occupations help individuals adjust to problems in their daily lives. Depending on specific occupations, social service workers may advise consumers, help handicapped people, or counsel individuals with problems in job, home, school or social relationships.)**

13.505 Assistance personnel (e.g., social workers)
13.510 Child care attendants
13.515 Claims takers
13.520 Clergy
13.525 Counselors (guidance, employment, vocational, etc.)
13.530 Employment personnel
13.535 Home economists
13.540 Recreation activities aides
13.545 Recreation workers
13.550 Rehabilitation workers
13.599 Other

13.600 Public Service: Regulatory Services and Records
(Organizing and managing regulatory functions of State and Federal governmental agencies and organizations.)***

13.605 Census workers
13.610 Customs and immigration officers
13.615 Examination officers
13.620 Inspection officers/Humane officers
13.625 License interviewers
13.630 Licensers
13.635 Public records officers
13.640 Sanitary aides

*Burns, op. cit., p. 20
**Occupational Outlook Handbook, Dept. of Labor, 1974-75, p. 543.
***Public Service Occupations in Career Education, National Advisory and Review Committee, Public Service Occupations Curriculum Project, William E. Burns, 1973, p. 20.

13.645 Tax clerks
13.650 Taxation officers
13.699 Other

13.700 Other Service Careers
(Not included in personal, protective or public service career areas.)

13.705 Bartenders
13.710 Building interior cleaners
13.715 Cooks and chefs
13.725 Exterminators
13.730 Food service workers
13.735 Postal service workers
13.740 Waiters and waitresses
13.799 Other

14.000 SOCIAL SCIENCES

Social scientists are concerned with all aspects of human society, from man's origins to current events.* They generally specialize in one major field of human relations. Careers are included from the following U.S. Office of Education Career Cluster areas: Environment, Fine Arts and Humanities, Public Services.

14.005 Anthropologists
14.010 Economists
14.015 Geographers
14.020 Historians
14.025 Political scientists
14.030 Psychologists
14.035 Sociologists
14.099 Other

15.000 TECHNICAL SCIENCES

Professional and semiprofessional careers which require knowledge of data, use of scientific theory and training in technology or science are included in the technical sciences occupational area. Careers are included from the following U.S. Office of Education Career Cluster areas: Agri-business and Natural Resources, Business and Office Construction, Manufacturing, Marine Sciences, Public Services.

15.100 Engineering

15.105 Aerospace engineers
15.110 Agricultural engineers
15.115 Biomedical engineers
15.120 Ceramic engineers
15.125 Chemical engineers
15.130 Civil engineers
15.135 Electrical engineers
15.140 Industrial engineers
15.145 Marine engineers

*Occupational Outlook Handbook, Dept. of Labor, 1974-75, p. 529.

15.150 Mechanical engineers
15.155 Metallurgical engineers
15.160 Mining engineers
15.165 Petroleum engineers
15.199 Other

15.200 Technicians

15.205 Broadcast technicians
15.210 Drafters
15.215 Engineering and science technicians
15.220 Environmental technicians
15.225 Food processing technicians
15.230 Opticians, lens grinders, polishers
15.235 Surveyors
15.299 Other

16.000 TRANSPORTATION

Careers in the transportation industry involve movement of goods and people by air, rail, water and highways.* Careers are included from the U.S. Office of Education Career Cluster area: Transportation.

16.100 Air Transportation Careers

16.105 Air traffic controllers
16.110 Aircraft mechanics
16.115 Airline dispatchers
16.120 Flight attendants
16.125 Flight engineers
16.130 Ground radio operators and teletypists
16.135 Pilots and co-pilots
16.140 Traffic agents
16.199 Other

16.200 Driving Careers

16.205 Intercity bus drivers
16.210 Local transit bus drivers
16.215 Local truck drivers
16.220 Long distance truck drivers
16.225 Parking attendants
16.230 Taxi drivers
16.299 Other

16.300 Maritime Careers

16.305 Merchant marine officers
16.310 Merchant seamen
16.315 Longshore workers and stevedores
16.399 Other

*Occupational Outlook Handbook, Dept. of Labor, 1974-75, p. 729.

16.400 Railroad Careers

16.405 Brake operators
16.410 Bridge and building workers
16.415 Clerks
16.420 Conductors
16.425 Locomotive engineers
16.430 Locomotive firefighters
16.435 Shop trades
16.440 Signal department workers
16.445 Station agents
16.450 Telegraphers, telephoners, and tower workers
16.455 Track workers
16.499 Others

20.000 GENERAL COLLECTIONS OF CAREER INFORMATION AND MULTI-OCCUPATION MATERIALS

Materials which cover occupations in several major fields will be found in this special classification, as well as some sources of information on careers in general.

21.000 PUBLICATIONS OF THE BUREAU OF LABOR STATISTICS

The comprehensive series stemming from the Occupational Outlook Handbook are separately described on page 135 of the text.

ADULT CAREER RESOURCES

PRINTED MATERIALS

01.000ADMINISTRATION AND MANAGEMENT

01.005 **TITLE:** Accountant (Career Brief B-65)

Date: 1973 **Pages:** 7
Price: 45¢ **Reading Level:** III

Source: Careers, Inc.

Reviews background and importance, describes duties of beginners and advanced accountants in public, private, and government fields. Includes working conditions, personal qualifications, educational requirements and opportunities, certification, employment opportunities and outlook, earnings and hours, and advancement prospects. Growing computerization means decrease in entry level jobs. Gives additional sources of information.

01.005 **TITLE:** Employment Outlook for Accountants (Bulletin 1785-21)

Date: 1974 **Reading Level:** III
Price: 25¢ (Payable to the Superintendent of Documents)

Source: Regional Offices of Bureau of Labor Statistics
United States Department of Labor

Reprint from Occupational Outlook Handbook. See Category 21.000 for Description.

01.005 **TITLE:** Accounting (#40)

Date: 1973 **Pages:** 2
Price: 50¢ **Reading Level:** III

Source: Alumnae Advisory Center, Inc.

Fact sheet defines the job domain, describes in concise fashion duties in four main areas of accounting: private practice, public practice, government accounting, and teaching. Also includes beginning and advanced jobs, prospective employers, education, certification, and background. Lists sources of information.

01.005 **TITLE:** Your Future in the Field of Internal Auditing

Date: 1975 **Pages:** 12
Price: No Charge **Reading Level:** III

Source: Institute of Internal Auditors, Inc.

Booklet explores the field of internal auditing, emphasizing the many diverse and exacting duties, the personality traits required, and the opportunity for real responsibility while still young. Describes working conditions, gives brief case histories and lists salary levels. Discusses preparation and certification requirements.

Note: See Appendix A for addresses of sources.

01.005 **TITLE:** Minding the Millions (Announcement No. 425)

Date: 1973 **Pages:** 16
Price: Single Copy Free **Reading Level:** II

Source: United States Civil Service Commission

Describes responsibilities of accountants, auditors and internal revenue agents with the U.S. government. Includes salaries, locations, and methods of entry.

01.005 **TITLE:** Hospital Accounting

Date: 1972 **Pages:** 2
Price: Single Copy Free **Reading Level:** III

Source: Health Careers Program (of Wisconsin)

Briefly presents work of the hospital accountant and his importance to administration of hospital. Gives duties of patient account manager and hospital cashiers. Includes personal qualifications, two and four year college degrees, and average salaries. Lists schools in Wisconsin offering associate degrees in accounting. Sources for career and financial aid information also given.

01.010 **TITLE:** Employment Outlook for Advertising, Marketing Research and Public Relations Workers (Bulletin 1785-22)

Date: 1974 **Reading Level:** III
Price: 25¢ (Payable to the Superintendent of Documents)

Source: Regional Offices of Bureau of Labor Statistics
United States Department of Labor

Reprint from Occupational Outlook Handbook. See Category 21.000 for Description.

01.010 **TITLE:** Advertising (#30)

Date: 1972 **Pages:** 2
Price: 50¢ **Reading Level:** III

Source: Alumnae Advisory Center, Inc.

Fact sheet briefly describes nature of the work and duties. Includes beginning and advanced jobs, prospective employers, education, additional skills, and personal qualifications. Additional sources of information are given.

01.010 **TITLE:** Advertising Workers (Career Brief B-173)

Date: 1973 **Pages:** 7
Price: 45¢ **Reading Level:** III

Source: Careers, Inc.

Background on the many types of careers in advertising. Briefly explains duties in several of these fields. Lists working conditions, personal qualifications, earnings, places of employment and entry positions. Highly competitive field requires ability and college degree.

01.015 **TITLE:** Employment Outlook for Lawyers (Bulletin 1785-27)

Date: 1974 **Reading Level:** III
Price: 25¢ (Payable to the Superintendent of Documents)

Source: Regional Offices of Bureau of Labor Statistics
United States Department of Labor

Reprint from Occupational Outlook Handbook. See Category 21.000 for Description.

01.025 **TITLE:** Employment Outlook for City Managers (Bulletin 1785-26)

Date: 1974 **Reading Level:** III
Price: 25¢ (Payable to the Superintendent of Documents)

Source: Regional Offices of Bureau of Labor Statistics
United States Department of Labor

Reprint from Occupational Outlook Handbook. See Category 21.000 for Description.

01.030 **TITLE:** Employment Outlook for Credit Officials (Bulletin 1785-25)

Date: 1974 **Reading Level:** III
Price: 25¢ (Payable to the Superintendent of Documents)

Source: Regional Offices of Bureau of Labor Statistics
United States Department of Labor

Reprint from Occupational Outlook Handbook. See Category 21.000 for Description.

01.035 **TITLE:** Employment Outlook for Hospital Administrators (Bulletin 1785-97)

Date: 1974 **Reading Level:** III
Price: 25¢ (Payable to the Superintendent of Documents)

Source: Regional Offices of Bureau of Labor Statistics
United States Department of Labor

Reprint from Occupational Outlook Handbook. See Category 21.000 for Description.

01.035 **TITLE:** Hospital Administrator

Date: 1973 **Pages:** 2
Price: Residents—No Charge **Reading Level:** III
Non-Residents—10¢

Source: Health Careers Council of Alabama

Although aimed at those residing in Alabama, career information is generally applicable. Basic data are provided on the nature of work, education and job opportunities. Training requirements are given and schools are listed.

01.035 **TITLE:** Hospital Administration (#77)

Date: 1974 **Pages:** 2
Price: 75¢ **Reading Level:** III

Source: Alumnae Advisory Center, Inc.

Concise description of the multi-faceted work of the hospital administrator. Stresses personal demands of job and advises post-graduate work. Does not include salary levels or employment outlook. Cites additional sources.

01.035 **TITLE:** Health Administrator

Date: 1972 **Pages:** 1
Price: Single Copy Free **Reading Level:** III

Source: The Philadelphia Center for Health Careers

Brief summary describes responsibilities. Health administrator must be knowledgeable in both business management and health delivery systems. Includes personal qualifications, education, and employment opportunities and income. Lists possible sources of financial assistance.

01.040 **TITLE:** Bowling Alley Proprietor (C 525)

Date: 1974 **Pages:** 4
Price: 50¢ **Reading Level:** II

Source: Vocational Biographies

Long hours, responsibilities, and hard work emphasized in this occupational description. History of bowling, suggested academic curriculum, personal characteristics and salary range also included. Sources of additional information listed.

01.045 **TITLE:** Employment Outlook for Industrial Traffic Managers, Purchasing Agents (Bulletin 1785-24)

Date: 1974 **Reading Level:** III
Price: 25¢ (Payable to the Superintendent of Documents)

Source: Regional Offices of Bureau of Labor Statistics
United States Department of Labor

Reprint from Occupational Outlook Handbook. See Category 21.000 for Description.

01.045 **TITLE:** Warehouse Manager (C 423)

Date: 1973 **Pages:** 4
Price: 50¢ **Reading Level:** II

Source: Vocational Biographies

Educational and work experience of a warehouse manager introduce this career. Work duties and setting described. Company benefits, salary, personal characteristics (leadership, mathematical ability) and additional information sources included.

01.050 **TITLE:** Employment Outlook for Advertising, Marketing Research and Public Relations Workers (Bulletin 1785-22)

Date: 1974 **Reading Level:** III
Price: 25¢ (Payable to the Superintendent of Documents)

Source: Regional Offices of Bureau of Labor Statistics
United States Department of Labor

Reprint from Occupational Outlook Handbook. See Category 21.000 for Description.

01.060 **TITLE:** Employment Outlook for Personnel Workers and College Student Personnel Workers (Bulletin 1785-23)

Date: 1974 **Reading Level:** III
Price: 25¢ (Payable to the Superintendent of Documents)

Source: Regional Offices of Bureau of Labor Statistics
United States Department of Labor

Reprint from Occupational Outlook Handbook. See Category 21.000 for Description.

01.060 **TITLE:** Careers in Personnel and Industrial Relations

Date: 1974 **Pages:** 4
Price: 10¢ **Reading Level:** III

Source: The American Society for Personnel Administration

Importance, responsibilities, and scope are stressed. Working conditions, personal qualifications, educational requirements, salaries, employment outlook, and advancement are discussed. Describes duties of several personnel specialties.

01.065 **TITLE:** Employment Outlook for Advertising, Marketing Research and Public Relations Workers (Bulletin 1785-22)

Date: 1974 **Reading Level:** III
Price: 25¢ (Payable to the Superintendent of Documents)

Source: Regional Offices of Bureau of Labor Statistics
United States Department of Labor

Reprint from Occupational Outlook Handbook. See Category 21.000 for Description.

01.065 **TITLE:** Careers in Public Relations

Date: 1974 **Pages:** 12
Price: Single Copy Free **Reading Level:** III

Source: Public Relations Society of America, Inc.

For important fields of public relations, reviews the kinds of work performed, preparation and qualifications, salaries, and tips on finding the first job.

01.065 **TITLE:** Public Relations (#58)

Date: 1973 **Pages:** 2
Price: 75¢ **Reading Level:** III

Source: Alumnae Advisory Center, Inc.

Defines field and describes briefly six types of jobs. Gives beginning and advanced jobs in career field, types of employers, desirable personal qualifications and useful college courses. Lists additional sources of information.

01.070 **TITLE:** Employment Outlook for Industrial Traffic Managers, Purchasing Agents (Bulletin 1785-24)

Date: 1974 **Reading Level:** III
Price: 25¢ (Payable to the Superintendent of Documents)

Source: Regional Offices of Bureau of Labor Statistics
United States Department of Labor

Reprint from Occupational Outlook Handbook. See Category 21.000 for Description.

01.070 **TITLE:** Purchasing Agent (Career Brief B-77)

Date: 1973 **Pages:** 7
Price: 45¢ **Reading Level:** III

Source: Careers, Inc.

Describes varied duties and involvement in almost every aspect of a business. Lists working conditions, personal qualifications, earnings, hours, good advancement opportunities and favorable employment outlook. Advises college degree even for beginning positions.

01.070 **TITLE:** Purchasing As a Career

Editor: I. V. Fine
Date: 1973 **Pages:** 27
Price: 50¢ **Reading Level:** III

Source: National Association of Purchasing Management

Importance of purchasing in business administration is developed. Describes variety of positions in purchasing operations with their personal attributes. Considerable detail on preparation and qualifications for purchasing. Emphasizes college degree, and counsels high school graduate to enter at low level and attend night school. Covers training and advancement, rewards and opportunities, futur[illegible]rofessional standards.

01.099 **TITLE:** Grocery Store Manager (C 58)

Date: 1973 **Pages:** 4
Price: 50¢ **Reading Level:** I

Source: Vocational Biographies

Store manager's career progress is traced from carrying out bags to stocking shelves, head stock clerk and managerial positions. Work duties described, emphasizing hard work, long hours and ability to get along with others. Salary, benefits, work experience, educational requirements and further information sources included.

01.099 **TITLE:** Investment Counsel: The Professional Solution to Investment Problems

Date: 1972 **Pages:** 21
Price: Single Copy Free **Reading Level:** III

Source: Investment Counsel Association of America, Inc.

Booklet describes a highly-sophisticated profession, differentiating between the investment counsel and the stockbroker, banker, or money manager as investment advisers. Importance, history and growth of profession, responsibilities, salary and general qualifications included.

01.099 **TITLE:** Opportunities for Careers in Hardware Stores and Home Centers

Date: 1973 **Pages:** 52
Price: $2.00 **Reading Level:** II

Source: Russell R. Mueller Retail Hardware Research Foundation

Designed for prospective owner of hardware or home center store. Advises on buying, starting or managing old or new store. Suggestions on determining value of existing store or feasibility of new store. Discusses dealings with wholesalers.

01.099 **TITLE:** Executive Housekeeper (Career Summary S-50)

Date: 1973 **Pages:** 2
Price: 30¢ **Reading Level:** III

Source: Careers, Inc.

Managerial, administrative, technical duties and responsibilities are discussed. Remarks that person in this job will be very active. Includes personal qualifications, earnings and hours, job outlook, related careers and further sources of information. Discussed education and training, noting need for post-high school education leading to certification.

02.000 COMMUNICATION

02.100 **TITLE:** Careers for the 70's: Journalism

Author: Arthur Myers
Date: 1971 **Pages:** 154
Price: $4.95 **Reading Level:** II
Source: MacMillan, Inc.

Discusses training, salaries, experience, and methods of entering field. Emphasizes enthusiasm as a requirement for journalism and strong curiosity about people, both specific and general.

02.100 **TITLE:** Blacks in Communications

Author: M. L. Stein
Date: 1972 **Pages:** 191
Price: $4.79 **Reading Level:** III
Source: Julian Messner

Contains short biographies of modern black men and women employed in communications field. Includes background, entering the field, education, role of the black person in communications, and relations with whites. Emphasizes objectivity in conduct and in reporting. Gives concise history of the black press, extensive bibliography, accredited schools of journalism, and black colleges with journalism programs.

02.115 **TITLE:** Employment Outlook for Newspaper Reporters, Technical Writers (Bulletin 1785-118)

Date: 1974 **Reading Level:** III
Price: 25¢ (Payable to the Superintendent of Documents)
Source: Regional Offices of Bureau of Labor Statistics
United States Department of Labor

Reprint from Occupational Outlook Handbook. See Category 21.000 for Description.

02.115 **TITLE:** Community Newspapers Offer You Involvement, Action, Change

Date: 1974 **Pages:** 7
Price: No Charge **Reading Level:** III
Source: National Newspaper Association

Personal rewards and the importance of community journalism to our society are emphasized. Also included are personal qualifications, stature and influence, scope, advancement, education and sources of financial aid. Lists further sources of information.

Note: See Appendix A for addresses of sources.

02.120 **TITLE:** Employment Outlook for Newspaper Reporters, Technical Writers (Bulletin 1785-118)

Date: 1974 **Reading Level:** III
Price: 25¢ (Payable to the Superintendent of Documents)

Source: Regional Offices of Bureau of Labor Statistics
United States Department of Labor

Reprint from Occupational Outlook Handbook. See Category 21.000 for Description.

02.199 **TITLE:** Your Career as a Direct Mail Copy Writer

Date: 1971 **Pages:** 7
Price: Single Copy Free **Reading Level:** III

Source: Direct Mail/Marketing Association, Inc.

Briefly summarizes work, defines the career, gives beginning jobs, employment outlook, personal qualifications and education requirements. Also includes information on a special course for this career, and source for additional information.

02.200 **TITLE:** Employment Outlook for Radio and TV Broadcasting (Bulletin 1785-141)

Date: 1974 **Reading Level:** III
Price: 25¢ (Payable to the Superintendent of Documents)

Source: Regional Offices of Bureau of Labor Statistics
United States Department of Labor

Reprint from Occupational Outlook Handbook. See Category 21.000 for Description.

02.200 **TITLE:** Your Future in Broadcasting

Author: John R. Rider
Date: 1974 **Pages:** 125
Price: $1.95 **Reading Level:** III

Source: Arco Publishing Company, Inc.

For careers in production, sales, management, and fields allied with broadcasting gives general information and specific duties. Methods of job entrance, personal attributes, employment outlook, personal rewards, and scope of job are discussed. Lists public television stations, broadcasting organizations, and government and private broadcasting agencies.

02.200 **TITLE:** Careers in Broadcast News

Author: Vernon A. Stone
Date: 1972 **Pages:** 15
Price: No Charge **Reading Level:** II

Source: Radio Television News Directors Association

Presents detailed introduction to careers as correspondents, newscasters, writers, and editors. Educational background, how and when to start, salary range, employment outlook, and personal requirements discussed. Disadvantages such as irregular hours mentioned. Section on opportunities for women included.

02.200 **TITLE:** Opportunities in Educational Broadcasting

Date: 1971 **Pages:** 3
Price: Single Copy Free **Reading Level:** III

Source: National Association of Educational Broadcasters

Introduction to educational broadcasting includes history of the field, purposes, goals and outlook. Briefly describes TV station's administrative, production, school services and engineering staffs, and radio staffs. Educational and work requirements, job entry and employment opportunities discussed. Notes other applications of educational communications — TV in military, industrial, medical and health science.

02.205 **TITLE:** Employment Outlook for Interpreters (Bulletin 1785-119)

Date: 1974 **Reading Level:** III
Price: 25¢ (Payable to the Superintendent of Documents)

Source: Regional Offices of Bureau of Labor Statistics
United States Department of Labor

Reprint from Occupational Outlook Handbook. See Category 21.000 for Description.

02.205 **TITLE:** Fact Sheet

Author: Rosemary Malia
Date: 1972 **Pages:** 3
Price: No Charge **Reading Level:** III

Source: American Translators Association

Fact sheet on translating as a career in form of a letter includes good career description, personal demands, necessary tools, beginning jobs, employment outlook and rewards. Letter is an introduction, and suggests additional sources of information.

02.210 **TITLE:** So You Want to Be a Sportscaster

Author: Ken Coleman
Date: 1973 **Pages:** 170
Price: $5.95 **Reading Level:** II

Source: Hawthorn Books, Inc.

An experienced sportscaster gives personal account of techniques and skills of profession. Includes nature of the work, training and methods of entry and related careers. Presents information on covering specific sports.

02.210 **TITLE:** Announcer (Radio & TV)

Date: 1972 **Pages:** 4
Price: No Charge **Reading Level:** III

Source: American Federation of Television and Radio Artists

Concisely describes work of the radio and TV announcer, including duties in three types of stations: independent, community format and network affiliate. Also covers desirable background, personal qualifications, educational requirements, working conditions and hours, earnings, methods of job entry, auditions, women in field, personal satisfaction, advancement, employment outlook, unionization, and suggestions for further reading and study.

03.000 CONSTRUCTION

03.000 **TITLE:** Opportunities in Building Construction

Authors: Michael Sumichrast; Charles McMahon
Date: 1971 **Pages:** 104
Price: $1.95 **Reading Level:** III

Source: Vocational Guidance Manuals

Provides overviews of principal occupations in building construction. For each gives required background, training, apprenticeship, compensation and advancement.

03.000 **TITLE:** Building Construction Careers (Career Brief B-174)

Date: 1973 **Pages:** 7
Price: 45¢ **Reading Level:** III

Source: Careers, Inc.

Overview of 21 careers in construction. Personal qualifications are given as well as training requirements and working conditions. Discusses opportunities for training, wages and job outlook. Lists sources of information.

03.000 **TITLE:** Construction Helpers (Career Brief B-116)

Date: 1975 **Pages:** 8
Price: 45¢ **Reading Level:** III

Source: Careers, Inc.

Refers to laborers, tenders and workers who help more skilled tradespeople in the many types of construction occupations. Describes examples of duties for helpers of plumbers, carpenters, plasterers, painters, cement masons, etc. Discusses working conditions, training, earnings, outlook, related careers and unions.

03.005 **TITLE:** Employment Outlook for Asbestos and Insulating Workers (Bulletin 1785-49)

Date: 1974 **Reading Level:** III
Price: 25¢ (Payable to the Superintendent of Documents)

Source: Regional Offices of Bureau of Labor Statistics
United States Department of Labor

Reprint from Occupational Outlook Handbook. See Category 21.000 for Description.

Note: See Appendix A for addresses of sources.

03.010 **TITLE:** Employment Outlook for Bricklayers, Stonemasons, Marble Setters, Tile Setters, Terrazzo Workers (Bulletin 1785-50)

Date: 1974 **Reading Level:** III
Price: 25¢ (Payable to the Superintendent of Documents)

Source: Regional Offices of Bureau of Labor Statistics
United States Department of Labor

Reprint from Occupational Outlook Handbook. See Category 21.000 for Description.

03.010 **TITLE:** Bricklaying

Date: 1973 **Pages:** 4
Price: No Charge **Reading Level:** II

Source: Brick Institute of America

Describes briefly personal qualifications, duties, advancement, salary, union membership, training, general sources of further information, and employment outlook.

03.010 **TITLE:** How To Be A Bricklayer

Authors: John E. Sandberg and Kenneth F. Simon
Date: 1974 **Pages:** 23
Price: $1.25 **Reading Level:** II

Source: Pendell Publishing Co.

Discusses personal qualifications, training, duties, related jobs, salary and benefits, employment outlook, years of productive work and advancement. Other topics include working conditions, clothing worn, equipment used, and personal rewards. Colorful illustrations.

03.010 **TITLE:** Bricklayer Construction

Date: 1970 **Pages:** 2
Price: Single Copy Free **Reading Level:** II

Source: Missouri Dept. of Labor & Industrial Relations

Describes the many kinds of masonry materials with which the bricklayer works, but emphasizes bricklaying. Tells about the tools, working conditions, physical demands and employment outlook. Summarizes apprenticeship program, including wage rates commensurate with experience.

03.015 **TITLE:** Top Hand in the Building Trades: Carpentry as a Career

Date: 1974 **Pages:** 11
Price: Single Copy Free **Reading Level:** II

Source: National Forest Products Association

Overview of carpenters' trade and importance of wood products. Includes nature of the work, qualifications, pay expectations, union requirements and outlook.

03.015 **TITLE:** How To Be A Carpenter

Authors: John E. Sandberg and Kenneth F. Simon
Date: 1974 **Pages:** 27
Price: $1.25 **Reading Level:** I

Source: Pendell Publishing Co.

Explains facts about a career in carpentry on a very basic level. Includes duties, related fields, salary, employment outlook, proper clothing, and possible dangers involved in work. Also describes tools and how they are utilized.

03.015 **TITLE:** Opportunities in Carpentry Careers

Author: Roger Sheldon
Date: 1974 **Pages:** 128
Price: $2.45 **Reading Level:** II

Source: Vocational Guidance Manuals

Relates importance of carpentry to civilization past, present and future. Use of hand and machine tools, and developing technologies are discussed. Variety of carpentry occupations described. Covers compensation, training opportunities, how to get started, opportunities for women and minorities. Glossary of terms, sources for information included.

03.015 **TITLE:** Carpenter (#20)

Date: 1973 **Pages:** 5
Price: Single Copy Free **Reading Level:** III

Source: Mississippi Employment Security Commission

Details the many tasks of the carpenter. Includes places of employment, working conditions and hazards, hiring practices, physical requirements, education and training, seasonal character, and wages and hours. Includes job ladder.

03.015 **TITLE:** Employment Outlook for Carpenters, Painters and Paperhangers, Glaziers (Bulletin 1785-51)

Date: 1974 **Reading Level:** III
Price: 25¢ (Payable to the Superintendent of Documents)

Source: Regional Offices of Bureau of Labor Statistics
United States Department of Labor

Reprint from Occupational Outlook Handbook. See Category 21.000 for Description.

03.020 **TITLE:** Employment Outlook for Cement Masons, Lathers, Plasterers (Bulletin 1785-52)

Date: 1974 **Reading Level:** III
Price: 25¢ (Payable to the Superintendent of Documents)

Source: Regional Offices of Bureau of Labor Statistics
United States Department of Labor

Reprint from Occupational Outlook Handbook. See Category 21.000 for Description.

03.020 **TITLE:** How to Be a Cement Mason

Authors: John E. Sandberg and Kenneth F. Simon
Date: 1974 **Pages:** 23
Price: $1.25 **Reading Level:** II

Source: Pendell Publishing Co.

Discusses training, duties, related jobs, salary, employment outlook, physical demands, number of years of active work, danger of job, appropriate clothing, equipment used, and personal satisfaction. Also explains how pamphlet can be utilized most effectively.

03.030 **TITLE:** Opportunities in Electrical Trades

Author: Robert Wood
Date: 1974 **Pages:** 141
Price: Paper, $2.45; Hard, $4.25 **Reading Level:** III

Source: Vocational Guidance Manuals, Inc.

Describes the variety of career opportunities in the electrical trades. Provides overview and scope of the industry, with job descriptions, training requirements, income and advancement possibilities. Chapter on organizations presents brief history of labor movement and the important trade associations in the industry. Electricians are also employed in occupations in Industrial Production (Category 07.000) and Repairs and Mechanics (Category 11.000).

03.030 **TITLE:** Electrician (Construction) (Occupational Brief 21)

Date: 1974 **Pages:** 4
Price: 50¢ **Reading Level:** III

Source: Chronicle Guidance Publications

Describes work performed, instruments used, importance of codes and regulations, use of schematic drawings and working conditions. Discusses training and licensing. Gives basic data on hours, earnings, where employed. Employment outlook rated good.

03.030 **TITLE:** How to Be an Electrician

Authors: John F. Sandberg and Kenneth F. Simon
Date: 1974 **Pages:** 23
Price: $1.25 **Reading Level:** II

Source: Pendell Publishing Co.

Describes the work in simple manner. Includes related careers, salary, employment outlook, proper clothing, type of equipment used and hazards.

03.030 **TITLE:** Employment Outlook for Electricians (Construction) (Bulletin 1785-54)

Date: 1974 **Reading Level:** III
Price: 25¢ (Payable to the Superintendent of Documents)

Source: Regional Offices of Bureau of Labor Statistics
United States Department of Labor

Reprint from Occupational Outlook Handbook. See Category 21.000 for Description.

03.035 **TITLE:** Employment Outlook for Elevator Constructors, Structural-, Ornamental-, and Reinforcing-Iron Workers, Riggers, Machine Movers (Bulletin 1785-55)

Date: 1974 **Reading Level:** III
Price: 25¢ (Payable to the Superintendent of Documents)

Source: Regional Offices of Bureau of Labor Statistics
United States Department of Labor

Reprint from Occupational Outlook Handbook. See Category 21.000 for Description.

03.040 **TITLE:** Employment Outlook for Floor Covering Installers (Bulletin 1785-56)

Date: 1974 **Reading Level:** III
Price: 25¢ (Payable to the Superintendent of Documents)

Source: Regional Offices of Bureau of Labor Statistics
United States Department of Labor

Reprint from Occupational Outlook Handbook. See Category 21.000 for Description.

03.045 **TITLE:** Employment Outlook for Carpenters, Painters and Paperhangers, Glaziers (Bulletin 1785-51)

Date: 1974 **Reading Level:** III
Price: 25¢ (Payable to the Superintendent of Documents)

Source: Regional Offices of Bureau of Labor Statistics
United States Department of Labor

Reprint from Occupational Outlook Handbook. See Category 21.000 for Description.

03.050 **TITLE:** Employment Outlook for Cement Masons, Lathers, Plasterers (Bulletin 1785-52)

Date: 1974 **Reading Level:** III
Price: 25¢ (Payable to the Superintendent of Documents)

Source: Regional Offices of Bureau of Labor Statistics
United States Department of Labor

Reprint from Occupational Outlook Handbook. See Category 21.000 for Description.

03.055 **TITLE:** Employment Outlook for Bricklayers, Stonemasons, Marble Setters, Tile Setters, Terrazzo Workers (Bulletin 1785-50)

Date: 1974 **Reading Level:** III
Price: 25¢ (Payable to the Superintendent of Documents)

Source: Regional Offices of Bureau of Labor Statistics
United States Department of Labor

Reprint from Occupational Outlook Handbook. See Category 21.000 for Description.

03.060 **TITLE:** How to Be an Equipment Operator

Authors: John E. Sandberg and Kenneth F. Simon
Date: 1974 **Pages:** 23
Price: $1.25 **Reading Level:** II

Source: Pendell Publishing Co.

Describes the work in simple terms. Gives training, duties, related jobs, salary, and union membership. Also includes employment outlook, working conditions, length of employment, clothing worn, equipment used and personal rewards. Colorful illustrations.

03.060 **TITLE:** Excavator (C 64)

Date: 1973 **Pages:** 4
Price: 50¢ **Reading Level:** II

Source: Vocational Biographies

Emphasizes seasonal nature of job, outside work and physical strength. Work description includes excavator's role as mechanic, surveyor, engineer, and businessman. Hours, salary, benefits, personal characteristics, advantages and disadvantages discussed. Further sources of information included.

03.060 **TITLE:** Employment Outlook for Operating Engineers (Bulletin 1785-57)

Date: 1974 **Reading Level:** III
Price: 25¢ (Payable to the Superintendent of Documents)

Source: Regional Offices of Bureau of Labor Statistics
United States Department of Labor

Reprint from Occupational Outlook Handbook. See Category 21.000 for Description.

03.065 **TITLE:** Job Opportunity Guide: Painter in the Building and Decorative Trades

Date: 1971 **Pages:** 6
Price: No Charge **Reading Level:** I

Source: Pennsylvania Bureau of Employment Security

Leaflet form, simple descriptions of work plus brief statements on where painters work, physical demands, pay as related to tools used or items painted, hours and fringe benefits. Mentions apprenticeship; simplified career structure diagram shown.

03.065 **TITLE:** How to Be a Painter

Authors: John E. Sandberg and Kenneth F. Simon
Date: 1974 **Pages:** 23
Price: $1.25 **Reading Level:** I

Source: Pendell Publishing Co.

General overview of the work of the painter is given. Duties, apprenticeship, related jobs, specialization, salary and employment outlook, are explored. Also discusses physical demands, dangers, equipment used and personal satisfaction. Colorful and imaginative pictures illustrate many of the topics.

03.065 **TITLE:** Paperhanger

Date: 1973 **Pages:** 4
Price: No Charge **Reading Level:** I

Source: United States School of Professional Paperhanging

Describes duties, needed skills and training, method of job entrance and working conditions. Favorable employment outlook noted. Educational requirements, salary range, personal characteristics and sources of further information included.

03.065 **TITLE:** Employment Outlook for Carpenters, Painters and Paperhangers, Glaziers (Bulletin 1785-51)

Date: 1974 **Reading Level:** III
Price: 25¢ (Payable to the Superintendent of Documents)

Source: Regional Offices of Bureau of Labor Statistics
United States Department of Labor

Reprint from Occupational Outlook Handbook. See Category 21.000 for Description.

03.070 **TITLE:** Employment Outlook for Cement Masons, Lathers, Plasterers (Bulletin 1785-52)

Date: 1974 **Reading Level:** III
Price: 25¢ (Payable to the Superintendent of Documents)

Source: Regional Offices of Bureau of Labor Statistics
United States Department of Labor

Reprint from Occupational Outlook Handbook. See Category 21.000 for Description.

03.075 **TITLE:** Employment Outlook for Plumbers and Pipefitters (Bulletin 1785-58)

Date: 1974 **Reading Level:** III
Price: 25¢ (Payable to the Superintendent of Documents)

Source: Regional Offices of Bureau of Labor Statistics
United States Department of Labor

Reprint from Occupational Outlook Handbook. See Category 21.000 for Description.

03.080 **TITLE:** Roofer

Date: 1972 **Pages:** 5
Price: No Charge **Reading Level:** II

Source: National Roofing Contractors Association

Discusses employment outlook, hours and wages, skills, working conditions, advancement, education, and training. Roofing industry ranks high in minority group employment among construction trades.

03.080 **TITLE:** Employment Outlook for Roofers, Sheet-Metal Workers (Bulletin 1785-59)

Date: 1974 **Reading Level:** III
Price: 25¢ (Payable to the Superintendent of Documents)

Source: Regional Offices of Bureau of Labor Statistics
United States Department of Labor

Reprint from Occupational Outlook Handbook. See Category 21.000 for Description.

03.085 **TITLE:** Careers in Sheet Metal

Date: 1974 **Pages:** 24
Price: No Charge **Reading Level:** II

Source: Sheet Metal Workers International Association

Reviews apprenticeship program—four years of class and on-the-job training—as well as entrance requirements, methods of entrance, employment outlook and personal rewards. Describes work duties and setting. Industry's importance and union history and responsibilities covered.

03.085 **TITLE:** How to Be a Sheetmetal Worker

Authors: John E. Sandberg and Kenneth F. Simon
Date: 1974 **Pages:** 23
Price: $1.25 **Reading Level:** II

Source: Pendell Publishing Co.

Describes job duties, education and training, related occupations, advancement, salary, and employment outlook. Other topics discussed are retirement age, hazards, clothing worn, equipment used, and personal rewards.

03.085 **TITLE:** Employment Outlook for Roofers, Sheet Metal Workers (Bulletin 1785-59)

Date: 1974 **Reading Level:** III
Price: 25¢ (Payable to the Superintendent of Documents)

Source: Regional Offices of Bureau of Labor Statistics
United States Department of Labor

Reprint from Occupational Outlook Handbook. See Category 21.000 for Description.

03.090 **TITLE:** Employment Outlook for Bricklayers, Stonemasons, Marble Setters, Tile Setters, Terrazzo Workers (Bulletin 1785-50)

Date: 1974 **Reading Level:** III
Price: 25¢ (Payable to the Superintendent of Documents)

Source: Regional Offices of Bureau of Labor Statistics
United States Department of Labor

Reprint from Occupational Outlook Handbook. See Category 21.000 for Description.

03.095 **TITLE:** Structural-, Ornamental, & Reinforcing-Iron Workers and Riggers (Career Brief B-118)

Date: 1975 **Pages:** 8
Price: 45¢ **Reading Level:** II

Source: Careers, Inc.

Describes occupational setting and history, duties of each job, working conditions, qualifications, training, outlook, earnings, related careers and sources of information.

03.095 **TITLE:** Construction Ironworker (Occupational Brief No. 359)

Date: 1975 **Pages:** 4
Price: 50¢ **Reading Level:** III

Source: Chronicle Guidance Publications

Importance of steel and these occupations in modern construction is established. Describes work of structural, ornamental and reinforcing ironworkers. Requires strength, agility, excellent balance and ability to work at great heights. Hours, earnings, education, apprenticeships, training opportunities, good employment outlook are described. Additional information cited.

03.095 **TITLE:** Employment Outlook for Elevator Constructors, Structural-, Ornamental-, and Reintorcing-Iron Workers, Riggers, Machine Movers (Bulletin 1785-55)

Date: 1974 **Reading Level:** III
Price: 25¢ (Payable to the Superintendent of Documents)

Source: Regional Offices of Bureau of Labor Statistics
United States Department of Labor

Reprint from Occupational Outlook Handbook. See Category 21.000 for Description.

03.099 **TITLE:** General Construction Supervisor (C 511)

Date: 1973 **Pages:** 4
Price: 50¢ **Reading Level:** I

Source: Vocational Biographies

Former bricklayer describes his job as a general construction supervisor, detailing work of bricklayers he now supervises. Other duties, hours, salary and benefits are included. Advantages and disadvantages, personal characteristics and educational requirements mentioned.

04.000 EDUCATION

04.200 **TITLE:** Employment Outlook for Library Occupations (Bulletin 1785-41)

Date: 1974 **Reading Level:** III
Price: 25¢ (Payable to the Superintendent of Documents)

Source: Regional Offices of Bureau of Labor Statistics
United States Department of Labor

Reprint from Occupational Outlook Handbook. See Category 21.000 for Description.

04.205 **TITLE:** School Library Media Specialist

Date: 1972 **Pages:** 3
Price: 25 for $1.25 **Reading Level:** III

Source: American Library Association

Duties described, emphasizing variety of work and importance in education. Growth of field, salary range and educational requirements included. Sources of further information suggested.

04.205 **TITLE:** Medical Librarian

Date: 1973 **Pages:** 2
Price: No Charge **Reading Level:** III

Source: Nevada Hospital Association—Operation Med IHC

Short description includes importance of job, duties, medical libraries and their contents, and job opportunities. Also discusses education, certification and internship, salary, and membership in the Medical Library Association. California schools offering this program and a further source of information are given.

04.205 **TITLE:** Hospital Librarian — Medical Librarian

Date: 1972 **Pages:** 1
Price: Single Copy Free **Reading Level:** III

Source: The Philadelphia Center for Health Careers

Very brief description of duties, personal qualifications, training and educational requirements, degree awarded, and certification. Also includes employment opportunities, income, sources of financial assistance and additional information.

Note: See Appendix A for addresses of sources.

04.205 **TITLE:** Indian Librarian: Why?

Date: 1973 **Pages:** 4
Price: Single Copy Free **Reading Level:** III

Source: American Library Association

Brochure directed solely at Indians living on reservations contemplating career in librarianship. Principal emphasis on helping other Indians to help themselves. Describes many types of libraries and specialties for librarians. Includes educational requirements and employment levels. Offers source for additional information.

04.205 **TITLE:** What Is a Special Librarian?

Date: 1972 **Pages:** 6
Price: Single Copy Free **Reading Level:** III

Source: Special Libraries Association

Highlights duties of the special librarian, which are more diverse than those of the regular librarian. Notes that special librarian has degrees both in library science and in field of interest. Explains need for special librarians, gives employment opportunities, salaries, personal qualifications and education. A further source of information is included, and an informative kit of materials is available.

04.300 **TITLE:** Employment Outlook for Teachers (Bulletin 1785-40)

Date: 1974 **Reading Level:** III
Price: 25¢ (Payable to the Superintendent of Documents)

Source: Regional Offices of Bureau of Labor Statistics
United States Department of Labor

Reprint from Occupational Outlook Handbook. See Category 21.000 for Description.

04.335 **TITLE:** Nursery School Attendant (C 516)

Date: 1973 **Pages:** 4
Price: 50¢ **Reading Level:** I

Source: Vocational Biographies

Detailed description of the 6-hour day of a nursery school aide. Academic preparation, personal characteristics, introductory activities such as Future Teachers of America, Girl Scouts, or babysitting, also listed. Salary range dependent on education level attained. Additional sources of information listed.

04.399 **TITLE:** Teaching Art as a Career

Date: 1971. **Pages:** 12
Price: 25¢ **Reading Level:** II

Source: National Art Education Association

Discusses role of art teacher in humanistic education. Gives personal qualifications, education, employment outlook, training and representative salaries.

05.000 FINE ARTS

05.100 **TITLE:** Employment Outlook for Performing Arts: Actors and Actresses, Dancers, Musicians, Singers (Bulletin 1785-108)

Date: 1974 **Reading Level:** III
Price: 30¢ (Payable to the Superintendent of Documents)

Source: Regional Offices of Bureau of Labor Statistics
United States Department of Labor

Reprint from Occupational Outlook Handbook. See Category 21.000 for Description.

05.105 **TITLE:** Movie Extra (C 512)

Date: 1973 **Pages:** 4
Price: 50¢ **Reading Level:** II

Source: Vocational Biographies

Advantages and disadvantages enumerated, emphasizing variety of work, irregularity of employment, and competition. Salary range, unions, personal resources (e.g., wardrobe) and entry methods included. Previous work experience of a movie extra given and sketch of a day on the set. Sources of additional information listed.

05.200 **TITLE:** Careers in Art

Date: 1973 **Pages:** 11
Price: 25¢ **Reading Level:** II

Source: National Art Education Association

Outlines variety of art careers and preparation required. Discusses education, portfolio, experience and work habits, but little on income and work settings. Includes extensive bibliography and list of associations for further information.

05.200 **TITLE:** Art (#79)

Date: 1974 **Pages:** 2
Price: 75¢ **Reading Level:** III

Source: Alumnae Advisory Center

Gives sketchy overview of 15 career areas in the field of art. Each area is described briefly with education requirements given.

Note: See Appendix A for addresses of sources.

05.200 **TITLE:** Careers in Art and a Guide to Art Studies

Date: 1972 **Pages:** 16
Price: 50¢ **Reading Level:** II

Source: National Association of Schools of Art

Describes several career fields. Gives realistic picture of employment outlook, the opportunities and rewards, and the need for complete dedication to job. Outlines appropriate educational program for each area. Lists accredited art schools throughout the country.

05.205 **TITLE:** Employment Outlook for Architects (Bulletin 1785-109)

Date: 1974 **Reading Level:** III
Price: 25¢ (Payable to the Superintendent of Documents)

Source: Regional Offices of Bureau of Labor Statistics
United States Department of Labor

Reprint from Occupational Outlook Handbook. See Category 21.000 for Description.

05.215 **TITLE:** Employment Outlook for Commercial Artists (Bulletin 1785-110)

Date: 1974 **Reading Level:** III
Price: 25¢ (Payable to the Superintendent of Documents)

Source: Regional Offices of Bureau of Labor Statistics
United States Department of Labor

Reprint from Occupational Outlook Handbook. See Category 21.000 for Description.

05.220 **TITLE:** Employment Outlook for Displaymen (Bulletin 1785-111)

Date: 1974 **Reading Level:** III
Price: 25¢ (Payable to the Superintendent of Documents)

Source: Regional Offices of Bureau of Labor Statistics
United States Department of Labor

Reprint from Occupational Outlook Handbook. See Category 21.000 for Description.

05.225 **TITLE:** Employment Outlook for Floral Designers (Bulletin 1785-112)

Date: 1974 **Reading Level:** III
Price: 25¢ (Payable to the Superintendent of Documents)

Source: Regional Offices of Bureau of Labor Statistics
United States Department of Labor

Reprint from Occupational Outlook Handbook. See Category 21.000 for Description.

05.230 **TITLE:** Employment Outlook for Industrial Designers (Bulletin 1785-113)

Date: 1974 **Reading Level:** III
Price: 25¢ (Payable to the Superintendent of Documents)

Source: Regional Offices of Bureau of Labor Statistics
United States Department of Labor

Reprint from Occupational Outlook Handbook. See Category 21.000 for Description.

05.235 **TITLE:** Employment Outlook for Interior Designers (Bulletin 1785-114)

Date: 1974 **Reading Level:** III
Price: 25¢ (Payable to the Superintendent of Documents)

Source: Regional Offices of Bureau of Labor Statistics
United States Department of Labor

Reprint from Occupational Outlook Handbook. See Category 21.000 for Description.

05.235 **TITLE:** Interior Design (#56)

Date: 1973 **Pages:** 2
Price: 50¢ **Reading Level:** III

Source: Alumnae Advisory Center, Inc.

Brief fact sheet contains adequate description of duties. Beginning and advanced jobs, prospective employers, education, professional societies, and personal qualifications are given. Includes further source of information.

05.240 **TITLE:** Employment Outlook for Landscape Architects (Bulletin 1785-115)

Date: 1974 **Reading Level:** III
Price: 25¢ (Payable to the Superintendent of Documents)

Source: Regional Offices of Bureau of Labor Statistics
United States Department of Labor

Reprint from Occupational Outlook Handbook. See Category 21.000 for Description.

05.245 **TITLE:** Employment Outlook for Photographers, Photographic Laboratory Workers (Bulletin 1785-116)

Date: 1974 **Reading Level:** III
Price: 25¢ (Payable to the Superintendent of Documents)

Source: Regional Offices of Bureau of Labor Statistics
United States Department of Labor

Reprint from Occupational Outlook Handbook. See Category 21.000 for Description.

05.245 **TITLE:** Free-Lance Photographer (C 414)

Date: 1973 **Pages:** 4
Price: 50¢ **Reading Level:** II

Source: Vocational Biographies

Free-lance photographer's brief emphasizes self-determined pace of a free-lancer's work. Educational preparation and work experience is detailed. Benefits, physical and emotional characteristics and additional information sources are included.

05.299 **TITLE:** Professional Potter (C 520)

Date: 1973 **Pages:** 4
Price: 50¢ **Reading Level:** II

Source: Vocational Biographies

A professional potter's career is traced from elementary school teacher to potter and ceramics teacher. Independence of career is emphasized. Steps in maturation of clay and potting process described. Personal characteristics, salary range, and sources of additional information listed.

05.299 **TITLE:** Medical Illustration (#57)

Date: 1973 **Pages:** 1
Price: 50¢ **Reading Level:** III

Source: Alumnae Advisory Center, Inc.

Describes highly technical duties, requiring competence in both the arts and the sciences. Educational requirements include art and premedical studies. Gives personal qualifications and many places of employment. Includes additional information sources.

05.299 **TITLE:** Sign Painter (Career Summary S-326)

Date: 1973 **Pages:** 2
Price: 30¢ **Reading Level:** II

Source: Careers, Inc.

Emphasizes artistic ability needed. On-the-job training for high school graduates is preferred. Information on salary, working conditions and job outlook is also given.

06.000 HEALTH SCIENCES

06.000 **TITLE:** Job Opportunity Guide: Health Careers

Date: 1970 **Pages:** 6
Price: No Charge **Reading Level:** I

Source: Pennsylvania Bureau of Employment Security

Leaflet with simple phrases and pictures outlining beginning jobs in health services. Discusses personal requirements, advantages and disadvantages.

06.000 **TITLE:** Aim for a Job in the Allied Health Field

Author: Fenton Keyes
Date: 1974 **Pages:** 189
Price: $4.80 **Reading Level:** II

Source: Richards Rosen Press

Interesting overview of careers in allied health. Personal vignettes help to describe nature of careers. Importance and vitality of the work is stressed. Entry into the various careers is discussed.

06.000 **TITLE:** 200 Ways to Put Your Talent to Work in the Health Field

Date: 1975 **Pages:** 23
Price: Single Copy Free, Bulk, 5¢ per copy **Reading Level:** III

Source: National Health Council, Inc.

Briefs on 50 career fields, some with several levels or branches, serve to sample the more than 200 careers in health field. Describes essence of occupations and major responsibilities without details. Extensive listing of sources for more information. Provides useful overview.

06.000 **TITLE:** All Aboard For Health Careers

Date: 1972 **Pages:** 9
Price: Single Copy Free **Reading Level:** III

Source: Philadelphia Center for Health Careers, Inc.

Brief descriptions of many health occupations. Emphasizes great potential in personal reward and good employment outlook. Lacking in specifics on educational requirements, personal qualifications, and credentials required. Contains request card for additional information.

Note: See Appendix A for addresses of sources.

06.000 **TITLE:** Tennessee Health Careers Guidance Counselor's Handbook

Date: 1971 **Pages:** 150
Price: $8.00 **Reading Level:** III

Source: Tennessee Health Careers

Outlines over 200 health careers, in a variety of settings, available in Tennessee. Basic information is provided on each career including job opportunities, description of career, salary potential, education requirements and area schools. Generally useful for exploring careers in health, although oriented to Tennessee.

06.000 **TITLE:** Careers in Hospitals

Date: 1975 **Pages:** 40
Price: Single Copy Free **Reading Level:** III

Source: Rhode Island Health Science Education Council

A guide to 30 hospital careers, this booklet is aimed at Rhode Island. Information useful for other locations. Describes job duties, responsibilities, outlook, training requirements, training institutions in R.I. and sources of further information.

06.000 **TITLE:** Opportunities Unlimited

Date: 1973 **Pages:** 35
Price: $1.00 **Reading Level:** III

Source: Indiana Health Careers, Inc.

Although aimed at Indiana residents, booklet is generally useful. Describes 100 health careers in 16 areas. Information offered on nature of the work, personal qualifications, location, outlook, salary, schools, entrance requirements, curriculum, credentials and financial assistance.

06.000 **TITLE:** Health Careers Reference Manual: A Guide to Careers, Financial Assistance, Film Sources

Date: 1974 **Pages:** 112
Price: $1.00 **Reading Level:** III

Source: Virginia Council on Health and Medical Care

Excellent manual outlining about 80 health and health-related careers. Discusses sources of financial assistance. Contains extensive information for each career including job description, personal qualifications, education, employment opportunities, salaries and sources of additional information. Lists colleges and universities which offer specific health programs. Also has section on health career films. Designed for varied age groups and educational backgrounds. Oriented to State of Virginia.

06.000 **TITLE:** Profiles of Health Careers

Date: 1974 **Pages:** 59
Price: Single Copy Free **Reading Level:** III

Source: Oklahoma Council for Health Careers

Although written for Oklahomans and oriented to training in that state, this book provides a concise overview of 73 health careers. Each career description includes nature of work, where employed, salary, job market, certificate or licensure, and, for Oklahoma, location of schools or training, admission requirements and training program details. Has section with titles of other health-related jobs. Lists sources for additional information.

06.000 **TITLE:** Health Careers, Educational Guide

Date: 1973 **Pages:** 68
Price: No Charge in Cleveland Area, $2.25 elsewhere **Reading Level:** III

Source: The Greater Cleveland Hospital Association

Aimed at those residing in Northeast Ohio, this health career book contains descriptive material appropriate for other regions. Data are presented in chart form with brief descriptions of 59 careers, where training can be obtained, admission requirements and other schooling information.

06.000 **TITLE:** Mental Health

Date: 1973 **Pages:** 4
Price: Single Copy Free **Reading Level:** III

Source: Health Careers Program (of Wisconsin)

Contains brief summaries of occupations which comprise the mental health care team. Short paragraphs describe the duties, educational and training requirements and salaries for: psychiatrists, psychologists, psychiatric aides and psychiatric social workers. Provides additional sources of information.

06.000 **TITLE:** Careers in Mental Retardation

Date: 1974 **Pages:** 10
Price: Single Copy Free **Reading Level:** III

Source: National Association for Retarded Citizens

Explores the professions involved with mental retardation. Describes specific jobs, their duties and education and preparation. Not all careers are restricted to mental retardation. Extensive list of sources of additional information is given. Information on personal attributes, advancement, and employment outlook is lacking.

06.100 **TITLE:** Employment Outlook for Dental Occupations: Dentists, Dental Assistants, Dental Hygienists, Dental Laboratory Technicians (Bulletin 1785-89)

Date: 1974 **Reading Level:** III
Price: 25¢ (Payable to the Superintendent of Documents)

Source: Regional Offices of Bureau of Labor Statistics
United States Department of Labor

Reprint from Occupational Outlook Handbook. See Category 21.000 for Description.

06.105 **TITLE:** Dentist

Date: 1972 **Pages:** 2
Price: Single Copy Free **Reading Level:** III

Source: Health Careers Program (of Wisconsin)

Brief overview describes training, demand, entry and salary. The intrinsic rewards of independent employment are discussed and sources of further information are given.

06.105 **TITLE:** A Break for Minority Students

Date: 1972 **Pages:** 4
Price: Single Copy Free **Reading Level:** III

Source: American Fund for Dental Education

Recruitment brochure for dentistry aimed at black and Spanish-speaking undergraduates. Must be supplemented with factual and descriptive occupational information. Useful motivational piece.

06.110 **TITLE:** Dental Assistant (#41)

Date: 1971 **Pages:** 4
Price: Single Copy Free **Reading Level:** III

Source: Mississippi Employment Security Commission

Although aimed at Mississippi residents, provides basic data for all exploring the career field. Information is provided on nature of the work, salaries, employment opportunities and physical requirements.

06.115 **TITLE:** Dental Hygienist

Date: 1974 **Pages:** 3
Price: No Charge **Reading Level:** III

Source: Virginia Council on Health and Medical Care

Describes duties, personal qualifications, educational requirements, licensure, places of employment, and beginning salaries. Reports optimistic employment outlook. Gives schools in Virginia offering dental hygiene programs and approximate costs. Additional sources of information are included.

06.120 **TITLE:** Dental Laboratory Technicians

Date: 1972 **Pages:** 3
Price: Single Copy Free **Reading Level:** III

Source: American Dental Association

Reprint from the Occupational Outlook Handbook includes basic data on career field: nature of the work, training requirements, employment outlook, wages and benefits. Further sources of information are given. Includes list of accredited institutions.

06.215 **TITLE:** Optometrist (#561)

Date: 1970 **Pages:** 6
Price: 25¢ **Reading Level:** III

Source: Health Careers of Ohio

Briefly describes responsibilities, with details on career opportunities, financial rewards, advancement, educational requirements and further sources of information.

06.215 **TITLE:** Optometrist

Date: 1974 **Pages:** 4
Price: Single Copy Free **Reading Level:** III
(Include stamped, self-addressed #10 envelope)

Source: Virginia Council on Health and Medical Care

Describes job duties and scope of work, personal qualifications, education, list of accredited schools, expense and scholarship information, registration and licensing, and expected income. Additional sources also listed. Suggests interest assessment on Kuder Preference Record.

06.215 **TITLE:** Employment Outlook for Optometrists, Optometric Assistants (Bulletin 1785-88)

Date: 1974 **Reading Level:** III
Price: 25¢ (Payable to the Superintendent of Documents)

Source: Regional Offices of Bureau of Labor Statistics
United States Department of Labor

Reprint from Occupational Outlook Handbook. See Category 21.000 for Description.

06.225 **TITLE:** Physician (#531)

Date: 1973 **Pages:** 8
Price: 25¢ **Reading Level:** III

Source: Health Careers of Ohio

Brief description of the responsibilities of a physician. Discusses opportunities for women and minorities, financial benefits, advancement possibilities and training requirements. Further sources of information are given.

06.225 **TITLE:** Medicine: A Woman's Career

Date: 1973 **Pages:** 13
Price: 50¢ **Reading Level:** III

Source: American Medical Women's Association

Introduction to medicine emphasizes dedication and hard work. Qualities for the ideal woman physician, high school and college educational curricula, requirements for entering medical school, and post-graduate residency reviewed. Financial aid sources discussed at some length.

06.225 **TITLE:** Careers in Radiology

Date: 1973 **Pages:** 16
Price: No Charge **Reading Level:** III

Source: American College of Radiology

The radiologist is a physician with special training. Pamphlet summarizes duties, education and training and favorable employment outlook. Provides additional details for specific areas: diagnostic radiology, nuclear medicine, radiotherapy, radio biology, medical physics, research and technical careers.

06.230 **TITLE:** Podiatrist

Date: 1972 **Pages:** 1
Price: Single Copy Free **Reading Level:** III

Source: The Philadelphia Center for Health Careers, Inc.

Single sheet summarizes job duties, personal qualifications, training and educational requirements, certification, employment opportunities and income. Suggestions for financial assistance and further information are given.

06.230 **TITLE:** Podiatrist (#581)

Date: 1970 **Pages:** 6
Price: 25¢ **Reading Level:** III

Source: Health Careers of Ohio

Briefly describes responsibilities. Includes information on advancement, outlook, employment opportunities, financial rewards and educational requirements. Further sources of information are given.

06.240 **TITLE:** Veterinarian

Date: 1973 **Pages:** 4
Price: Residents—No Charge **Reading Level:** III
Non-residents—10¢

Source: Health Careers Council of Alabama

Describes nature of the work and settings in which veterinarians are found. Opportunities for women discussed. While aimed at Alabama, pamphlet contains generally useful information. Good history of occupation.

06.240 **TITLE:** Veterinarian (#591)

Date: 1970 **Pages:** 6
Price: 25¢ **Reading Level:** III

Source: Health Careers of Ohio

Describes field of veterinary medicine and details educational requirements, but does not give job duties. Employment opportunities, financial rewards and further sources of information are mentioned.

06.240 **TITLE:** Veterinarian

Date: 1972 **Pages:** 1
Price: Single Copy Free **Reading Level:** III

Source: The Philadelphia Center for Health Careers, Inc.

Briefly covers duties, varied types of employer and income. Gives training and educational requirements, emphasizes the limited number of veterinary schools and their policy of preference for residents of states where schools are located. Mentions financial assistance.

06.300 **TITLE:** Employment Outlook for Medical Technicians, Technologists and Assistant Occupations (Bulletin 1785-93)

Date: 1974 **Reading Level:** III
Price: 30¢ (Payable to the Superintendent of Documents)

Source: Regional Offices of Bureau of Labor Statistics
United States Department of Labor

Reprint from Occupational Outlook Handbook. See Category 21.000 for Description.

06.300 **TITLE:** Answers to Your Questions About an Exciting Career in Medical Technology

Date: 1974 **Pages:** 5
Price: No Charge **Reading Level:** III

Source: American Institute of Biological Sciences

Brief description of medical technology includes duties, places of employment, employment outlook, working conditions, starting salary, education and training, and registration. Remarks on no age or sex preference in this occupation.

06.300 **TITLE:** Medical Technology (#101)

Date: 1973 **Pages:** 6
Price: 25¢ **Reading Level:** III

Source: Health Careers of Ohio

Brief description names four specialties but does not detail job duties. It does provide helpful information on training requirements, employment outlook and opportunities and financial rewards. Lists schools offering training in Ohio.

06.305 **TITLE:** EKG Technician/EEG Technician

Date: 1972 **Pages:** 3
Price: Single Copy Free **Reading Level:** III

Source: Philadelphia Center for Health Careers, Inc.

Briefly supplies facts about EKG and EEG technicians. Includes short career description, personal qualifications, training and educational requirements, where training and financial assistance are available, and employment opportunities and income. Further sources of information are identified.

06.305 **TITLE:** ECG Technician

Date: 1972 **Pages:** 2
Price: Single Copy Free **Reading Level:** III

Source: Health Careers Program (of Wisconsin)

Briefly describes work of the electrocardiograph (ECG) technician. Explains what an electrocardiograph is, with whom and where the technician works. Includes personal qualifications, education and training requirements and salary levels. Names nine Milwaukee hospitals offering training programs.

06.310 **TITLE:** EEG Technician

Date: 1972 **Pages:** 2
Price: Single Copy Free **Reading Level:** III

Source: Health Careers Program (of Wisconsin)

Overview of career describes job setting and duties, personal demands on technician, education and training in Wisconsin institutions. Opportunities show growth potential. Although Wisconsin oriented, information is generally useful.

06.315 **TITLE:** Medical Assistant

Date: 1972 **Pages:** 2
Price: Single Copy Free **Reading Level:** III

Source: Health Careers Program (of Wisconsin)

Briefly describes duties, emphasizes both administrative and technical aspects of the occupation. Lists Wisconsin schools that offer this program, costs and availability of scholarships and loans.

06.315 **TITLE:** Medical Assistant—Medical Secretary

Date: 1972 **Pages:** 2
Price: Single Copy Free **Reading Level:** III

Source: Philadelphia Center for Health Careers, Inc.

Briefly illustrates work of combination medical assistant/medical secretary. Explains both medical and secretarial duties, including personal qualifications, educational requirements, certification, and employment opportunities and income. Lists training facilities in Pennsylvania, costs, financial assistance and further sources of information.

06.320 **TITLE:** Careers in Medical Technology

Date: 1973 **Pages:** 20
Price: No Charge **Reading Level:** III

Source: Veterans Administration

Describes medical technology with the Veterans Administration. Duties, training, salary, job opportunities and importance to community are mentioned in outline form.

06.320 **TITLE:** Medical Technologist

Date: 1974 **Pages:** 6
Price: Single Copy Free **Reading Level:** III
(Include stamped, self-addressed #10 envelope)

Source: Virginia Council on Health and Medical Care

Describes these occupations: medical technologist, certified laboratory assistant, medical laboratory technician, with emphasis on the first. Covers personal qualifications, education, opportunities, salaries, licensing and training institutions for Virginia. Career information is generally applicable to all regions.

06.320 **TITLE:** Cytotechnologist

Date: 1972 **Pages:** 1
Price: Single Copy Free **Reading Level:** III

Source: The Philadelphia Center for Health Careers, Inc.

Contains brief description of job duties but more detailed information on educational requirements for entry into an approved school of cytotechnology. Includes personal qualifications, training centers in Pennsylvania, financial assistance and certification. Minimal discussion of employment opportunities and income. Gives sources for additional information.

06.320 **TITLE:** Laboratory Assistant

Date: 1972 **Pages:** 3
Price: Single Copy Free **Reading Level:** III

Source: The Philadelphia Center for Health Careers, Inc.

Brief overview includes description of duties, personal qualifications, training and educational requirements, certification, employment opportunities and income. Also gives approximate costs of education and sources of financial assistance. Lists Pennsylvania schools approved for training.

06.325 **TITLE:** Registered Record Administrator

Date: 1974 **Pages:** 4
Price: Single Copy Free **Reading Level:** III
(Include stamped, self-addressed #10 envelope)

Source: Virginia Council on Health and Medical Care

Describes work of the registered record administrator and the accredited record technician. Includes duties, education, salaries, registration, and employment opportunities and outlook. Section on schools, tuition and financial aid is specific to Virginia. Additional sources of information are listed.

06.325 **TITLE:** Medical Record Technician

Date: 1972 **Pages:** 1
Price: Single Copy Free **Reading Level:** III

Source: The Philadelphia Center for Health Careers, Inc.

Personal qualifications, educational requirements, certification, and sources of financial assistance are discussed. Includes general information on duties, employment opportunities and income, availability of training in Philadelphia and costs. Additional sources of information are also given.

06.325 **TITLE:** Employment Outlook for Medical Record Administrators, Medical Record Technicians and Clerks (Bulletin 1785-98)

Date: 1974 **Reading Level:** III
Price: 25¢ (Payable to the Superintendent of Documents)

Source: Regional Offices of Bureau of Labor Statistics
United States Department of Labor

Reprint from Occupational Outlook Handbook. See Category 21.000 for Description.

06.335 **TITLE:** Careers in X-Ray Technology

Date: 1974 **Pages:** 6
Price: $2.00 for 100 **Reading Level:** III

Source: American Society of Radiologic Technologists

Reviews duties, salary expectations, demand, location of work, advancement and intrinsic rewards. General information on training requirements given as well as advantages and disadvantages of career.

06.335 **TITLE:** Radiologic Technologist or X-Ray Technologist

Date: 1973 **Pages:** 4
Price: No Charge to residents; 10¢ to non-residents **Reading Level:** III

Source: Health Careers Council of Alabama

While aimed at Alabama residents, information is generally applicable. Describes nature of work, training requirements, salary potential in Alabama as well as area schools. Further sources of information are given.

06.335 **TITLE:** Radiologic Technologist

Date: 1973 **Pages:** 4
Price: No Charge **Reading Level:** III

Source: Nevada Hospital Association—Operation MEDIHC

Nature of work is described including relation to nuclear medicine. Discusses opportunities in this career area as well as training. Schools in Nevada are listed. No salary information given.

06.335 **TITLE:** Radiologic Technologist

Date: 1972 **Pages:** 2
Price: Single Copy Free **Reading Level:** III

Source: Health Careers Program (of Wisconsin)

Explains the use of radiology in health care and describes the work of the radiologic technologist. Details both diagnostic and therapeutic duties. Includes personal qualifications, educational and training requirements, and average beginning salaries. Schools and hospitals in Wisconsin that offer this program are listed, as are sources of financial aid.

06.399 **TITLE:** Biomedical Equipment Technician

Date: 1972 **Pages:** 5
Price: $4.75 for 100 **Reading Level:** III

Source: Technical Education Research Centers

Describes an emerging career. Includes employment outlook, salary and benefits, advancement, preparation and training, education at all levels, financial assistance, and registration or certification. Lists institutions offering program and sources of information.

06.399 **TITLE:** Certified Laboratory Assistant (Occupational Brief #295)

Date: 1974 **Pages:** 4
Price: 50¢ **Reading Level:** III

Source: Chronicle Guidance Publications, Inc.

Describes concisely the setting in which laboratory assistants work and their relationship to health care team. Duties vary greatly, depending on the laboratory. Working conditions, personal requirements, location of employment, education and training, advancement, pay, employment outlook and additional reading are all succinctly discussed.

06.399 **TITLE:** Histology Technician (Career Summary S-54)

Date: 1973 **Pages:** 2
Price: 30¢ **Reading Level:** III

Source: Careers, Inc.

Procedures the histology technician follows in preparing slides of tissues are described. Information is provided on working conditions, personal qualifications, earnings and hours, outlook and related careers. Includes training, certification, and further sources of information.

06.399 **TITLE:** Optometric Technician

Date: 1973 **Pages:** 3
Price: Residents—No Charge **Reading Level:** III
Non-residents—10¢

Source: Health Careers Council of Alabama

While aimed at Alabama, provides basic information to all exploring the field. Describes nature of work, job outlook, training requirements and lists Alabama training institutions.

06.400 **TITLE:** Employment Outlook for Nursing Occupations (Bulletin 1785-94)

Date: 1974 **Reading Level:** III
Price: 25¢ (Payable to the Superintendent of Documents)

Source: Regional Offices of Bureau of Labor Statistics
United States Department of Labor

Reprint from Occupational Outlook Handbook. See Category 21.000 for Description.

06.400 **TITLE:** Thirteen Nurses

Date: 1972 **Pages:** 27
Price: Single Copy Free **Reading Level:** I

Source: Nursing Careers

Provides insight into 13 areas of nursing through the eyes of the nurse. Two of the 13 are male. Well-written description of each occupation and its responsibilities in human terms. Training requirements and salary ranges given.

06.400 **TITLE:** Your Future in Nursing Careers

Authors: Alice Robinson and Mary Reres
Date: 1974 **Pages:** 112
Price: $1.95 **Reading Level:** III

Source: Arco Publishing Company, Inc.

Describes types of nursing careers, educational prerequisites, training programs, personal qualities needed, financial aids and job opportunities. Discusses working conditions, licensing requirements, advantages and disadvantages. Contains section on how women combine nursing and marriage. Also encourages men and minority groups to enter profession.

06.405 **TITLE:** Job Opportunity Guide: Licensed Practical Nurse

Date: 1973 **Pages:** 6
Price: No Charge **Reading Level:** I

Source: Pennsylvania Bureau of Employment Security

Leaflet describes through pictures and simple phrases the duties, qualifications, working conditions and benefits, hours, wages, advancement possibilities and places of employment.

06.405 **TITLE:** Career Opportunities in Licensed Practical Nursing: Directory of State-Approved Programs of Practical/Vocational Nursing

Date: 1973 **Pages:** 46
Price: Single Copy Free **Reading Level:** III

Source: National Association for Practical Nurse Education and Service, Inc.

Outlines aspects of practical/vocational nursing such as training requirements, cost of training, expected income levels, intangible aspects of practical/vocational nursing. Booklet is largely a listing of state approved schools for training.

06.410 **TITLE:** Supportive Nursing Careers

Date: 1972 **Pages:** 2
Price: Single Copy Free **Reading Level:** III

Source: Health Careers Program (of Wisconsin)

The duties of the nursing assistant, orderly, and ward clerk are summarized. Discusses training for the nursing assistant in a hospital or in a vocational-technical school. Only Wisconsin schools offering this program are listed but remaining portions are applicable to other regions. Personal qualifications for these careers are also given. Stresses the minimal education requirements and entry level status of these positions.

06.410 **TITLE:** Nurse's Aid/Ward Clerk (C 623)

Date: 1973 **Pages:** 4
Price: 50¢ **Reading Level:** I

Source: Vocational Biographies

Introduction to nursing career with emphasis on duties, on-the-job training, variety of work, ability to relate to people, and emotional involvement. Ward clerk duties described briefly. Includes hours, setting, benefits, salary range, educational requirements, and sources for additional information.

06.415 **TITLE:** What Is a Nurse-Midwife?

Date: 1974 **Pages:** 3
Price: 5¢ **Reading Level:** III

Source: The American College of Nurse-Midwives

Brief coverage of job duties, licensing, education and certification for this career. Lists colleges throughout the U.S. offering basic education in nurse-midwifery, internship programs, or refresher programs.

06.420 **TITLE:** Professional Nurse

Date: 1973 **Pages:** 6
Price: Residents—No Charge **Reading Level:** III
Non-residents—10¢

Source: Health Careers Council of Alabama

Brief explores responsibilities including some of the settings in which nurses work. Provides advancement, employment outlook, and prerequisites. Description of education includes three types of programs: associate degree, diploma, and baccalaureate. Pamphlet lists schools and hospitals in Alabama. Although Alabama oriented, descriptions are generally useful.

06.420 **TITLE:** Nurse, Registered

Date: 1972 **Pages:** 2
Price: Single Copy Free **Reading Level:** III

Source: Philadelphia Center for Health Careers, Inc.

Providing the briefest overview of the career, this fact sheet provides basic information on nature of nursing, training, salaries, demands and employment opportunities. Philadelphia area colleges are listed.

06.420 **TITLE:** Nurse, Registered (Career Brief B-75)

Date: 1973 **Pages:** 7
Price: 45¢ **Reading Level:** III

Source: Careers, Inc.

Describes work of the many types of specialized nursing in hospitals and clinics. Identifies other places of employment. Also mentions salary levels, excellent employment outlook (especially for men), strenuous duties, and related careers. Stresses need for baccalaureate degree and post-graduate training.

06.420 **TITLE:** The Registered Nurse in the Psychiatric Setting

Date: 1973 **Pages:** 2
Price: 5¢ **Reading Level:** III

Source: Your local Mental Health Association or
The National Association for Mental Health, Inc.

Discusses varied activities of field and role of the nurse. Regular nurse training program is essential, with options during training for psychiatric specialty. Advanced training offered for increased responsibility. Discusses earnings, favorable employment outlook. Supplies list of references.

06.420 **TITLE:** The Bright Adventure of Army Nursing

Date: 1974 **Pages:** 28
Price: No Charge **Reading Level:** II

Source: Department of the Army

The life of an Army nurse is depicted by extensive use of illustrations and capsule descriptions of nursing specialties. Qualifications, job locations, and financial assistance are included. A special section deals with questions that women contemplating Army service often ask.

06.499 **TITLE:** Anesthesia: A Special Type of Nursing

Date: 1971 **Pages:** 3
Price: No Charge **Reading Level:** III

Source: American Association of Nurse Anesthetists

Brief description of career includes requirements, personal qualifications, duties, salary, openings for men and professional status. Also gives employment outlook and a complete list of schools offering this specialized program.

06.499 **TITLE:** Nurse Anesthetist

Date: 1972 **Pages:** 2
Price: Single Copy Free **Reading Level:** II

Source: Health Careers Program (of Wisconsin)

Describes duties including knowledge of drugs, patient's medical history, and surgical apparatus and procedures. Also discusses personal qualifications, education beyond that required for registered nurse, financial assistance and salary.

06.499 **TITLE:** Nurse Anesthetist (Career Summary S-65)

Date: 1973 **Pages:** 2
Price: 30¢ **Reading Level:** III

Source: Careers, Inc.

Concise summary describes duties, education and training (18 months specialized training after the R.N.), working conditions, personal qualifications, earnings and hours, employment outlook and related careers. Discusses assessing interest and ability prior to college. Further sources of information.

06.500 **TITLE:** Employment Outlook for Therapy and Rehabilitation Occupations (Bulletin 1785-95)

Date: 1974 **Reading Level:** III
Price: 25¢ (Payable to the Superintendent of Documents)

Source: Regional Offices of Bureau of Labor Statistics
United States Department of Labor

Reprint from Occupational Outlook Handbook. See Category 21.000 for Description

06.505 **TITLE:** Fact Sheet: Information Packet

Date: 1975 **Pages:** 20
Price: No Charge **Reading Level:** III

Source: American Art Therapy Association, Inc.

Discusses the field through a fact sheet answering basic questions. A list of references is given as is a long list of institutions offering varied types of art therapy programs.

06.510 **TITLE:** Inhalation Therapist

Date: 1972 **Pages:** 2
Price: Single Copy Free **Reading Level:** III

Source: Health Careers Program (of Wisconsin)

The work of inhalation therapist and inhalation therapy technician, tools they use, problems they treat and types of treatment they administer are discussed. Information is also given on personal qualifications, education, financial aid, employment opportunities and salary.

06.510 **TITLE:** Respiratory Therapist

Date: 1973 **Pages:** 4
Price: Residents—No Charge **Reading Level:** III
Non-residents—10¢

Source: Health Careers Council of Alabama

Provides detailed information on requirements for entry, nature of the work and personality requirements. While aimed at Alabama, information is generally useful for exploring the career.

06.510 **TITLE:** Respiratory Therapist

Date: 1974 **Pages:** 4
Price: Single Copy Free **Reading Level:** III
(Include stamped, self-addressed #10 envelope)

Source: Virginia Council on Health and Medical Care

Presents scope and duties of job, personal qualifications, education and training, expenses, licensing, employment opportunities and income. Lists only training facilities in Virginia.

06.510 **TITLE:** Respiratory Therapist

Date: 1973 **Pages:** 2
Price: No Charge **Reading Level:** III

Source: Nevada Hospital Association—Operation MEDIHC

Provides basic information on nature of work, specific duties, educational requirements and job outlook. Further sources of information are given. Aimed at Nevada but useful to all exploring the career.

06.515 **TITLE:** The Music Therapist

Date: 1974 **Pages:** 2
Price: 5¢ **Reading Level:** III

Source: Your local Mental Health Association or
The National Association for Mental Health, Inc.

Contributions of music therapy to mentally ill or handicapped children are described. Training, earnings, future employment outlook discussed. List of accredited institutions given.

06.520 **TITLE:** The Occupational Therapist

Date: 1973 **Pages:** 2
Price: 5¢ **Reading Level:** III

Source: Your local Mental Health Association or
The National Association for Mental Health, Inc.

Varied duties described for key member of mental health team. Training, required skills, earnings and future prospects discussed.

06.520 **TITLE:** Occupational Therapist

Date: 1972 **Pages:** 2
Price: Single Copy Free **Reading Level:** III

Source: Philadelphia Center for Health Careers, Inc.

Very briefly describes work and place of occupational therapist in health care team. Includes personal qualifications, training and educational requirements, certification, employment opportunities and income. Data on training and costs limited to Philadelphia.

06.540 **TITLE:** Speech, Hearing, and Language Clinician

Date: 1972 **Pages:** 1
Price: Single Copy Free **Reading Level:** III

Source: The Philadelphia Center for Health Careers, Inc.

Brief description of occupation and the types of problems treated. Discusses training and educational requirements and sources of financial assistance. Mentions places of employment, starting salaries, and additional information.

06.599 **TITLE:** Mental Health Worker

Date: 1972 **Pages:** 1
Price: Single Copy Free **Reading Level:** III

Source: The Philadelphia Center for Health Careers, Inc.

Very brief summary of services provided and for whom. Outlines personal, educational and training requirements. Training facilities and employment data are Philadelphia oriented.

06.599 **TITLE:** The Mental Health Technician

Date: 1974 **Pages:** 3
Price: 5¢ **Reading Level:** III

Source: Your local Mental Health Association or
The National Association for Mental Health, Inc.

Description covers those working with emotionally ill and mentally retarded patients in hospital and non-hospital situations. Educational curriculum, needed skills, salary range and employment outlook discussed. Variety of areas of concentration emphasized. Sources of further information given.

06.599 **TITLE:** The Psychiatric Aide

Date: 1973 **Pages:** 2
Price: 5¢ **Reading Level:** III

Source: Your local Mental Health Association or
The National Association for Mental Health, Inc.

Aides serve on treatment and rehabilitation teams to help patients. Duties outlined. Training, earnings, future employment prospects discussed.

06.599 **TITLE:** The Recreation Therapist

Date: 1973 **Pages:** 2
Price: 5¢ **Reading Level:** III

Source: Your local Mental Health Association or
The National Association for Mental Health, Inc.

Serves on treatment team for institutionalized persons. Duties described. Training, earnings, future opportunities mentioned. Sources for further information.

06.599 **TITLE:** The Rehabilitation Counselor

Date: 1973 **Pages:** 2
Price: 5¢ **Reading Level:** III

Source: Your local Mental Health Association or
The National Association for Mental Health, Inc.

As member of psychiatric team, counselor helps patients return to productive activity. Duties are described in context of mental health setting only. Training, earnings and sources of further information discussed.

06.599 **TITLE:** The Social Worker in Mental Health

Date: 1973 **Pages:** 3
Price: 5¢ **Reading Level:** III

Source: Your local Mental Health Association or
The National Association for Mental Health, Inc.

Describes functions as part of mental health team. Discusses training, earnings, future prospects. Supplies references.

06.599 **TITLE:** Social Work (Reprinted from Health Careers Guide Book)

Date: 1972 **Pages:** 5
Price: No Charge **Reading Level:** III

Source: U.S. Department of Health, Education and Welfare
Bureau of Health Resources Development

Presents the work of both the medical and the psychiatric social worker, discussing problems with which the profession deals. Includes education and training, personal qualifications and job prospects. Additional sources of information are provided.

06.605 **TITLE:** Employment Outlook for Dietitians (Bulletin 1785-96)

Date: 1974 **Reading Level:** III
Price: 25¢ (Payable to the Superintendent of Documents)

Source: Regional Offices of Bureau of Labor Statistics
United States Department of Labor

Reprint from Occupational Outlook Handbook. See Category 21.000 for Description.

06.605 **TITLE:** Dietitian and Food Service Personnel

Date: 1973 **Pages:** 2
Price: Single Copy Free **Reading Level:** III

Source: Health Careers Program (of Wisconsin)

Presents institutional setting and job duties for dietitian with added descriptions for auxiliary staff of food service personnel. Dietitian's importance indicated, stressing practices of good nutrition. Describes variety of opportunities, personal qualifications, education and training and salary levels. Training facilities given for Wisconsin.

06.610 **TITLE:** Medical Record Librarian

Date: 1972 **Pages:** 1
Price: Single Copy Free **Reading Level:** III

Source: The Philadelphia Center for Health Careers, Inc.

Fact sheet includes personal qualifications, training and educational requirements, information on certification, sources of financial assistance, employment opportunities and income. Gives training facilities in Pennsylvania and costs.

06.615 **TITLE:** Career Opportunities in Pharmacy

Date: 1972 **Pages:** 7
Price: 35¢ **Reading Level:** III

Source: American Association of Colleges of Pharmacy

This small packet of information on pharmacy describes the various careers in pharmacy and their responsibilities. Information given on job outlook, financial aid and a list of colleges of pharmacy. Salary levels and personal attributes not included.

06.615 **TITLE:** Pharmacist

Date: 1973 **Pages:** 3
Price: Residents—No Charge **Reading Level:** III
Non-Residents—10¢

Source: Health Careers Council of Alabama

Short pamphlet includes one-sentence description of the job duties and lists types of places where a pharmacist might work. Also mentions personal qualifications, prerequisites, education, licensing, and Alabama schools offering this program. Additional sources of information are given.

06.615 **TITLE:** Pharmacist

Date: 1972 **Pages:** 1
Price: Single Copy Free **Reading Level:** II

Source: The Philadelphia Center for Health Careers, Inc.

Brief overview of pharmacist's duties. Includes personal qualifications and training and educational requirements for certification. Gives approximate cost of training, where financial assistance might be obtained, places of employment, and average salaries.

06.615 **TITLE:** Employment Outlook for Pharmacists (Bulletin 1785-99)

Date: 1974 **Reading Level:** III
Price: 25¢ (Payable to the Superintendent of Documents)

Regional Offices of Bureau of Labor Statistics
United States Department of Labor

Reprint from Occupational Outlook Handbook. See Category 21.000 for Description.

06.699 **TITLE:** Medical Engineer and Computer Programmer

Date: 1974 **Pages:** 6
Price: Single Copy Free **Reading Level:** III
(Include stamped, self-addressed #10 envelope)

Source: Virginia Council on Health and Medical Care

Duties and responsibilities of both occupations described, giving a sense of growth and challenge. Briefly outlines qualifications, education, opportunities, income and additional information source for Virginia.

06.699 **TITLE:** Pharmacologist (Occupational Brief 181)

Date: 1974 **Pages:** 4
Price: 50¢ **Reading Level:** II

Source: Chronicle Guidance Publications, Inc.

Defines science of pharmacology together with its background and goals. Contains short summary of the work performed by the pharmacologist. Other topics covered are: working conditions, earnings, personal qualifications, educational requirements and opportunities, outlook and related careers. Further sources of information are also given.

06.699 **TITLE:** Public Health Educator

Date: 1972 **Pages:** 1
Price: Single Copy Free **Reading Level:** III

Source: Philadelphia Center for Health Careers, Inc.

Brief overview describes duties, training and educational requirements, employment opportunities and income. Suggests possible sources of financial assistance. Also contains extensive national listing of institutions offering public health education program.

07.000 INDUSTRIAL PRODUCTION

07.000 **TITLE:** Employment Outlook for the Iron and Steel Industry (Bulletin 1785-132)

Date: 1974 **Reading Level:** III
Price: 25¢ (Payable to the Superintendent of Documents)

Source: Regional Offices of Bureau of Labor Statistics
United States Department of Labor

Reprint from Occupational Outlook Handbook. See Category 21.000 for Description.

07.000 **TITLE:** Employment Outlook for the Electric Power Industry: Powerplant Occupations, Transmission and Distribution Occupations, Customer Service Occupations (Bulletin 1785-139)

Date: 1974 **Reading Level:** III
Price: 25¢ (Payable to the Superintendent of Documents)

Source: Regional Offices of Bureau of Labor Statistics
United States Department of Labor

Reprint from Occupational Outlook Handbook. See Category 21.000 for Description.

07.000 **TITLE:** Employment Outlook for the Baking Industry (Bulletin 1785-127)

Date: 1974 **Reading Level:** III
Price: 25¢ (Payable to the Superintendent of Documents)

Source: Regional Offices of Bureau of Labor Statistics
United States Department of Labor

Reprint from Occupational Outlook Handbook. See Category 21.000 for Description.

07.000 **TITLE:** Careers Unlimited in the Modern Baking Industry

Date: 1972 **Pages:** 23
Price: No Charge **Reading Level:** II

Source: American Bakers Association

Recruitment brochure applying many occupations to baking industry: chemists, nutritionists, sales, retail clerks, production/maintenance, accounting, data processing, etc. Few details, but can be useful in career education. Lists four accredited schools with programs in Baking Science and Technology.

Note: See Appendix A for addresses of sources.

07.100 **TITLE:** Employment Outlook for Foundries: Coremen, Molders, Patternmakers (Bulletin 1785-130)

Date: 1974 **Reading Level:** III
Price: 25¢ (Payable to the Superintendent of Documents)

Source: Regional Offices of Bureau of Labor Statistics
United States Department of Labor

Reprint from Occupational Outlook Handbook. See Category 21.000 for Description.

07.200 **TITLE:** Employment Outlook for Machining Occupations (Bulletin 1785-2)

Date: 1974 **Reading Level:** III
Price: 25¢ (Payable to the Superintendent of Documents)

Source: Regional Offices of Bureau of Labor Statistics
United States Department of Labor

Reprint from Occupational Outlook Handbook. See Category 21.000 for Description.

07.220 **TITLE:** Setup Person (Machine Shop) (Occupational Brief 434)

Date: 1974 **Pages:** 4
Price: 50¢ **Reading Level:** III

Source: Chronicle Guidance Publications

Highly skilled workers prepare tools and equipment for others to operate. Describes work, tools and machines used, high qualifications demanded, working conditions, hours and earnings, advancement, apprenticeships, employment outlook. Encouraging to women. Related occupations and further information cited.

07.299 **TITLE:** Paper Mill Oiler (C 43)

Date: 1973 **Pages:** 4
Price: 50¢ **Reading Level:** I

Source: Vocational Biographies

Explanation of the papermaking process gives graphic description of the machinery oiled and maintained by a paper mill oiler. Job description includes duties, work conditions (unions, shifts), hours, extensive benefits, and salary. Educational requirements, personal characteristics and an additional source of information also given.

07.300 **TITLE:** Employment Outlook for Printing and Publishing Industry: Bookbinders, Composing Room Occupations, Electrotypers and Stereotypers, Lithographic Occupations, Photoengravers, Printing Pressmen and Assistants (Bulletin 1785-137)

Date: 1974 **Reading Level:** III
Price: 30¢ (Payable to the Superintendent of Documents)

Source: Regional Offices of Bureau of Labor Statistics
United States Department of Labor

Reprint from Occupational Outlook Handbook. See Category 21.000 for Description.

07.300 **TITLE:** Printing (#80)

Date: 1974 **Pages:** 2
Price: 75¢ **Reading Level:** II

Source: Alumnae Advisory Center, Inc.

Brief 2-page overview provides titles of jobs with little depth. General nature of the work is described and further sources of information are listed. Salary and outlook data are omitted.

07.400 **TITLE:** Employment Outlook for Factory Production Occupations: Assemblers, Electroplaters, Inspectors, Power Truck Operators, Production Painters (Bulletin 1785-3)

Date: 1974 **Reading Level:** III
Price: 25¢ (Payable to the Superintendent of Documents)

Source: Regional Offices of Bureau of Labor Statistics
United States Department of Labor

Reprint from Occupational Outlook Handbook. See Category 21.000 for Description.

07.400 **TITLE:** Industrial Chemical Industry Occupations (Occupational Brief 369)

Date: 1975 **Pages:** 4
Price: 50¢ **Reading Level:** III

Source: Chronicle Guidance Publications

Large and important industry reviewed, and how varied occupations fit in. Scientists and engineers mentioned minimally. Describes places for and duties of technical workers. Great variety of technicians require varied training and backgrounds. Outlook good. Earnings, working conditions given; references cited.

07.400 **TITLE:** Employment Outlook for the Industrial Chemical Industry (Bulletin 1785-131)

Date: 1974 **Reading Level:** III
Price: 25¢ (Payable to the Superintendent of Documents)

Source: Regional Offices of Bureau of Labor Statistics
United States Department of Labor

Reprint from Occupational Outlook Handbook. See Category 21.000 for Description.

07.400 **TITLE:** Tableware and Plated Ware Industry (Occupational Brief No. 338)

Date: 1974 **Pages:** 4
Price: 50¢ **Reading Level:** III

Source: Chronicle Guidance Publications

Mentions 60 specialized crafts and briefly describes duties of several. Sketches the industrial processes to show setting. Places of employment (largely northeast U.S.), excellent outlook and advancement, hours and earnings and working conditions are given. Training and education, apprenticeships, personal requirements discussed.

07.400 **TITLE:** Employment Outlook for Apparel Manufacturing (Bulletin 1785-125)

Date: 1974 **Reading Level:** III
Price: 25¢ (Payable to the Superintendent of Documents)

Source: Regional Offices of Bureau of Labor Statistics
United States Department of Labor

Reprint from Occupational Outlook Handbook. See Category 21.000 for Description.

07.400 **TITLE:** Careers in the Apparel Industry

Author: Marvin J. Feldman
Date: 1975 **Pages:** 24
Price: $1.50 **Reading Level:** III

Source: B'nai B'rith Career and Counseling Services

Industry's history and current structure outlined. Describes duties for trade specialties: designer, patternmaker and grader, cutter, sewer, presser. Also covers engineers, support personnel, salespersons, buyers and managers. Includes education and training, personal requirements, student aids, advantages and disadvantages, employment locations and future outlook. Encourages women and minorities.

07.400 **TITLE:** Career Opportunities in the Knitting Industry

Date: 1974 **Pages:** 6
Price: No Charge **Reading Level:** II

Source: National Knitted Outerwear Association

Briefly describes functions of yarn storage and control, knitting, cutting, sewing, management. Encouraging message about jobs in these areas. Offers source for more detailed information.

07.400 **TITLE:** Employment Outlook for Motor Vehicle and Equipment Manufacturing (Bulletin 1785-134)

Date: 1974 **Reading Level:** III
Price: 25¢ (Payable to the Superintendent of Documents)

Source: Regional Offices of Bureau of Labor Statistics
United States Department of Labor

Reprint from Occupational Outlook Handbook. See Category 21.000 for Description.

07.400 **TITLE:** Employment Outlook for the Drug Industry (Bulletin 1785-128)

Date: 1974 **Reading Level:** III
Price: 25¢ (Payable to the Superintendent of Documents)

Source: Regional Offices of Bureau of Labor Statistics
United States Department of Labor

Reprint from Occupational Outlook Handbook. See Category 21.000 for Description.

07.400 **TITLE:** Employment Outlook for Electronics (Bulletin 1785-129)

Date: 1974 **Reading Level:** III
Price: 25¢ (Payable to the Superintendent of Documents)

Source: Regional Offices of Bureau of Labor Statistics
United States Department of Labor

Reprint from Occupational Outlook Handbook. See Category 21.000 for Description.

07.412 **TITLE:** Factory Foreman (C 46)

Date: 1973 **Pages:** 4
Price: 50¢ **Reading Level:** II

Source: Vocational Biographies

Factory foreman's work in a trailer-home plant described. Benefits (insurance, vacation, company-sponsored courses), salary range and desirable personal characteristics discussed. Disadvantages, such as job monotony, mentioned. Additional information source included.

07.412 **TITLE:** Employment Outlook for Foremen (Bulletin 1785-6)

Date: 1974 **Reading Level:** III
Price: 25¢ (Payable to the Superintendent of Documents)

Source: Regional Offices of Bureau of Labor Statistics
United States Department of Labor

Reprint from Occupational Outlook Handbook. See Category 21.000 for Description.

07.415 **TITLE:** Employment Outlook for Boilermaking Occupations (Bulletin 1785-5)

Date: 1974 **Reading Level:** III
Price: 25¢ (Payable to the Superintendent of Documents)

Source: Regional Offices of Bureau of Labor Statistics
United States Department of Labor

Reprint from Occupational Outlook Handbook. See Category 21.000 for Description.

07.415 **TITLE:** Boilermakers (Occupational Brief 316)

Date: 1975 **Pages:** 4
Price: 55¢ **Reading Level:** II

Source: Science Research Associates

Industrial setting is described and duties of boilermaker, layout worker and fit-up worker covered as a job family. Mentions unpleasant working conditions. Includes qualifications and training, getting started and advancing, earnings, and benefits and future. Gives references.

07.421 **TITLE:** Electroplater

Date: 1975 **Pages:** 4
Price: 50¢ **Reading Level:** III

Source: Chronicle Guidance Publications

Defines occupation, gives duties and work settings. Provides data on earnings, where employed, advancement, personal qualifications, training, working conditions, employment outlook, related occupations and sources for additional information.

07.424 **TITLE:** Forge Shop Occupations (Occupational Brief No. 352)

Date: 1975 **Pages:** 4
Price: 50¢ **Reading Level:** II

Source: Chronicle Guidance Publications

Work performed and duties of various operators described. Hours and earnings, working conditions, demanding personal qualifications and moderate employment outlook supplied. Training on the job and other education discussed. Places of employment, related occupations, unionization mentioned.

07.424 **TITLE:** Employment Outlook for Forge Shop Occupations (Bulletin 1785-7)

Date: 1974 **Reading Level:** III
Price: 25¢ (Payable to the Superintendent of Documents)

Source: Regional Offices of Bureau of Labor Statistics
United States Department of Labor

Reprint from Occupational Outlook Handbook. See Category 21.000 for Description.

07.427 **TITLE:** Picture Framer (C 416)

Date: 1973 **Pages:** 4
Price: 50¢ **Reading Level:** II

Source: Vocational Biographies

Biography of a picture framer follows his career from learning the trade to running his own picture frame corporation. Vocational training, woodworking skills, artistry and business sense are emphasized. Salary range and benefits are those of a corporate head, not of a picture framer working independently.

07.430 **TITLE:** Employment Outlook for Furniture Upholsterers (Bulletin 1785-8)

Date: 1974 **Reading Level:** III
Price: 25¢ (Payable to the Superintendent of Documents)

Source: Regional Offices of Bureau of Labor Statistics
United States Department of Labor

Reprint from Occupational Outlook Handbook. See Category 21.000 for Description.

07.439 **TITLE:** Occupational Brief on Opportunities in Retail Meat Cutting

Date: 1972 **Pages:** 10
Price: Single Copy Free **Reading Level:** II

Source: Amalgamated Meat Cutters and Butcher Workmen of North America

History of retail meat cutting and recent processing developments introduce this information sheet. Job descriptions, duties, training, and salary ranges given for head meatcutter, journeyman and apprentice meatcutters, and wrappers. Details union membership benefits. References for reading included.

07.439 **TITLE:** Employment Outlook for Meat Cutters (Bulletin 1785-31)

Date: 1974 **Reading Level:** III
Price: 25¢ (Payable to the Superintendent of Documents)

Source: Regional Offices of Bureau of Labor Statistics
United States Department of Labor

Reprint from Occupational Outlook Handbook. See Category 21.000 for Description.

07.439 **TITLE:** Meat-Packing Workers (Occupational Brief 106)

Date: 1973 **Pages:** 4
Price: 55¢ **Reading Level:** III

Source: Science Research Associates

Industry is described together with its operations and major jobs. Includes working conditions, requirements, getting started and advancing, earnings and outlook.

07.442 **TITLE:** Millwright (Occupational Brief 222)

Date: 1973 **Pages:** 4
Price: 55¢ **Reading Level:** III

Source: Science Research Associates

Skilled craftsmen install, move, dismantle and repair heavy machinery. Describes work, hours and working conditions, requirements, preparation, getting started, advancement, earnings and favorable outlook.

07.442 **TITLE:** Millwright (Career Brief B-63)

Date: 1973 **Pages:** 7
Price: 45¢ **Reading Level:** III

Source: Careers, Inc.

Emphasizing apprenticeship training, also describes nature of work, training required, job outlook, salary and advancement prospects. Information on related careers is also given as well as measuring interest and ability.

07.442 **TITLE:** Employment Outlook for Maintenance Electrician, Industrial Machinery Repairmen, Millwright (Bulletin 1785-79)

Date: 1974 **Reading Level:** III
Price: 25¢ (Payable to the Superintendent of Documents)

Source: Regional Offices of Bureau of Labor Statistics
United States Department of Labor

Reprint from Occupational Outlook Handbook. See Category 21.000 for Description.

07.454 **TITLE:** Job Opportunity Guide: Sewing-Machine Operator

Date: 1974 **Pages:** 5
Price: No Charge **Reading Level:** II

Source: Pennsylvania Bureau of Employment Security

Leaflet describes in simple terms duties, places of work, earnings and fringe benefits, hours, qualifications and training, advancement, employment outlook, advantages and disadvantages. Suggests sources of information.

07.460 **TITLE:** Employment Outlook for Stationary Engineers, Stationary Fireman (Boilers) (Bulletin 1785-10)

Date: 1974 **Reading Level:** III
Price: 25¢ (Payable to the Superintendent of Documents)

Source: Regional Offices of Bureau of Labor Statistics
United States Department of Labor

Reprint from Occupational Outlook Handbook. See Category 21.000 for Description.

07.466 **TITLE:** Employment Outlook for Waste Water Treatment Plant Operators (Bulletin 1785-11)

Date: 1974 **Reading Level:** III
Price: 25¢ (Payable to the Superintendent of Documents)

Source: Regional Offices of Bureau of Labor Statistics
United States Department of Labor

Reprint from Occupational Outlook Handbook. See Category 21.000 for Description.

07.472 **TITLE:** Employment Outlook for Welders and Flame Cutters (Bulletin 1785-12)

Date: 1974 **Reading Level:** III
Price: 25¢ (Payable to the Superintendent of Documents)

Source: Regional Offices of Bureau of Labor Statistics
United States Department of Labor

Reprint from Occupational Outlook Handbook. See Category 21.000 for Description.

07.472 **TITLE:** How to Be a Welder

Author: John E. Sandberg and Kenneth F. Simon
Date: 1974 **Pages:** 23
Price: $1.25 **Reading Level:** II

Source: Pendell Publishing Co.

Training, job duties, related jobs, salary levels, and the employment outlook are discussed. Other topics are length of active work, dangers of job, clothing worn, equipment used, and personal satisfaction. Colorful sketches illustrate each topic.

07.499 **TITLE:** Dressmaker (Occupational Brief No. 215)

Date: 1975 **Pages:** 4
Price: 50¢ **Reading Level:** III

Source: Chronicle Guidance Publications

Work performed, materials used, social value of occupation are treated. Working environments, hours, wages, outlook described. Training opportunities and places listed, along with courses offered in accredited schools. Discusses personal characteristics, determining aptitude and interests, advantages and disadvantages. Related jobs and references are cited.

07.499 **TITLE:** Plastics Products Manufacturing Workers (Occupational Brief 370)

Date: 1975 **Pages:** 4
Price: 50¢ **Reading Level:** III

Source: Chronicle Guidance Publications

Overview of industry and principal occupations are summarized. Contains short descriptions of jobs in molding, finishing, inspection, toolroom, fabricating and more general occupations. Discusses earnings, working conditions, entry methods, training and advancement and employment outlook.

07.499 **TITLE:** Employment Outlook for Motion Picture Projectionists (Bulletin 1785-9)

Date: 1974 **Reading Level:** III
Price: 25¢ (Payable to the Superintendent of Documents)

Source: Regional Offices of Bureau of Labor Statistics
United States Department of Labor

Reprint from Occupational Outlook Handbook. See Category 21.000 for Description.

07.499 **TITLE:** Employment Outlook for Blacksmiths (Bulletin 1785-4)

Date: 1974 **Reading Level:** III
Price: 25¢ (Payable to the Superintendent of Documents)

Source: Regional Offices of Bureau of Labor Statistics
United States Department of Labor

Reprint from Occupational Outlook Handbook. See Category 21.000 for Description.

08.000 NATURAL RESOURCES AND ENVIRONMENT

08.000 **TITLE:** Working Toward a Better Environment—Career Choices

Date: 1974 **Pages:** 15
Price: Single Copy Free **Reading Level:** II

Source: Environmental Protection Agency

Contains capsule descriptions of 27 careers involved with protecting or restoring environment. Fields of environmental equipment operation, environmental technology and education, science and research are surveyed. Post-high school and college programs in environmental sciences are listed. Includes sources for career information.

08.000 **TITLE:** There's a New Challenge in Agriculture

Date: 1974 **Pages:** 9
Price: No Charge **Reading Level:** III

Source: American Farm Bureau Federation

Varied occupations in and related to agriculture depend on technology. Careers listed under major categories: marketing - processing farm products; agricultural services; farming - ranching - production; manufacture and distribution of agricultural supplies. Generalized description of opportunities includes agricultural education, a teaching field with job openings. Education requirements are college-oriented. List of land-grant colleges attached.

08.000 **TITLE:** Employment Outlook for Agriculture (Bulletin 1785-120)

Date: 1974 **Reading Level:** III
Price: 30¢ (Payable to the Superintendent of Documents)

Source: Regional Offices of Bureau of Labor Statistics
United States Department of Labor

Reprint from Occupational Outlook Handbook. See Category 21.000 for Description.

08.000 **TITLE:** Employment Outlook for Conservation Occupations (Bulletin 1785-62)

Date: 1974 **Reading Level:** III
Price: 25¢ (Payable to the Superintendent of Documents)

Source: Regional Offices of Bureau of Labor Statistics
United States Department of Labor

Reprint from Occupational Outlook Handbook. See Category 21.000 for Description.

Note: See Appendix A for addresses of sources.

08.000 **TITLE:** Employment Outlook for Logging and Lumber Mills (Bulletin 1785-133)

Date: 1974 **Reading Level:** III
Price: 25¢ (Payable to the Superintendent of Documents)

Source: Regional Offices of Bureau of Labor Statistics
United States Department of Labor

Reprint from Occupational Outlook Handbook. See Category 21.000 for Description.

08.000 **TITLE:** Employment Outlook for Petroleum and Natural Gas Production and Processing, Petroleum Refining (Bulletin 1785-122)

Date: 1974 **Reading Level:** III
Price: 25¢ (Payable to the Superintendent of Documents)

Source: Regional Offices of Bureau of Labor Statistics
United States Department of Labor

Reprint from Occupational Outlook Handbook. See Category 21.000 for Description.

08.000 **TITLE:** Employment Outlook for Coal Mining (Bulletin 1785-121)

Date: 1974 **Reading Level:** III
Price: 25¢ (Payable to the Superintendent of Documents)

Source: Regional Offices of Bureau of Labor Statistics
United States Department of Labor

Reprint from Occupational Outlook Handbook. See Category 21.000 for Description.

08.000 **TITLE:** Your Career in Parks and Recreation

Authors: Virginia and Joseph R. McCall
Date: 1974 **Pages:** 192
Price: $6.25 **Reading Level:** III

Source: Julian Messner

Describes responsibilities and training for park service and outdoor recreation careers. History of parks and outdoor activities and scope of operations are sketched. Variety of occupations detailed, with required background, working conditions, remuneration and obtaining initial experience discussed.

08.000 **TITLE:** Fisheries As A Profession

Date: 1974
Price: Single Copy Free
Pages: 10
Reading Level: III

Source: American Fisheries Society

Illustrated brochure gives brief summary of careers in fisheries science and management. Describes several branches of the field and related scientific careers. Gives personal and educational requirements, salaries and benefits, and employment opportunities. Includes references and additional sources of information.

08.000 **TITLE:** Career Profiles in Forestry, Conservation Ecology, Environmental Management (Stock No. 0101-00356)

Date: 1973
Price: 25¢
Pages: 14
Reading Level: I

Source: Superintendent of Documents,
United States Government Printing Office

Presents background for career fields and general descriptions of responsibilities. Stresses importance of education and training over a liking for the outdoors. Realistic description of careers, duties, beginning jobs, educational requirements, and employment outlook. Extensive list of other sources of information is also given. Information on sources of financial aid is included.

08.000 **TITLE:** Women in the Forest Service (Stock No. 0100-02641)

Date: 1972
Price: 10¢
Pages: 14
Reading Level: III

Source: Superintendent of Documents,
United States Government Printing Office

Short guide to careers in the Forest Service which could be filled by both men and women. Tries to recruit women for professional careers which have previously been male dominated. Gives basic information on the work and the goals of the Forest Service. Discusses, briefly, job specifics for professional (college degree required) and non-professional careers. Includes sections on Federal employment benefits and job application procedures. Addresses for all regional offices and research stations of the Forest Service are also given.

08.010 **TITLE:** Crop Farming Occupations (No. 483)

Date: 1974
Price: $1.00
Pages: 8
Reading Level: II

Source: Chronicle Guidance Publications, Inc.

Detailed review of crop farming occupations: cash grain farmer; vegetable, fruit, or berry grower; cotton farmer, farm helper; farm manager; orchard and vineyard technicians. History, work performed personal satisfaction, and farming economics well developed. Methods of entry, training, advancement, disadvantages included. Reading list given.

08.020 **TITLE:** So You Want to Be a Forester

Date: 1974 **Pages:** 23
Price: 25¢ **Reading Level:** III

Source: The American Forestry Association

Well organized presentation of several careers in forestry. Discusses basic duties of the forest ranger, places of employment and opportunities in research. Brief sections included on non-professional jobs and training for them. Complete summaries of education and training requirements contain lists of colleges and universities offering forestry programs and related courses. Salaries, benefits, job outlook, and advancement opportunities are presented. Discussion of women in forestry is demeaning. Aimed at boys preparing for college.

08.020 **TITLE:** District Forest Ranger (D 310)

Date: 1973 **Pages:** 4
Price: 50¢ **Reading Level:** III

Source: Vocational Biographies, Inc.

The professional life of a district forest ranger is explored. Includes duties, personal qualifications, preparation, education, beginning jobs, advancement, and some personal observations. Also gives salary range and two sources of additional information.

08.099 **TITLE:** Fish Culturist (C 45)

Date: 1973 **Pages:** 4
Price: 50¢ **Reading Level:** II

Source: Vocational Biographies

Duties, working conditions and benefits of the occupation are presented. Step-by-step description of method used to raise wall-eye pike illustrates part of the work done by a fish culturist. Salary, educational and physical requirements included.

08.099 **TITLE:** Kennel Owner (C 67)

Date: 1973 **Pages:** 4
Price: 50¢ **Reading Level:** II

Source: Vocational Biographies

Kennel owners' lives described, including starting a kennel, showing dogs, breeding and care. Educational requirements and personal characteristics discussed; salary and benefits not given. Emphasizes time needed to establish kennel's reputation (based on showing well in competitions) before financial return begins.

08.099 **TITLE:** Careers in Water Pollution Control

Date: 1974 **Pages:** 8
Price: Single Copy Free **Reading Level:** III

Source: Water Pollution Control Federation

Introduction to a broad field in a brief overview. Mentions career fields and potential growth of field. State agencies for water pollution control are listed as well as interstate agencies.

08.099 **TITLE:** Career Opportunities in Artificial Insemination

Date: 1974 **Pages:** 13
Price: Single Copy Free **Reading Level:** III

Source: National Association of Animal Breeders

Describes some of the careers available in the artificial breeding industry in the areas of sales and service, production and administration. Job duties, preparation and work setting included. History and importance of this livestock industry also noted. Job opportunities emphasized.

08.099 **TITLE:** National Park Service Career Outlines

Date: 1974 **Pages:** 19
Price: No Charge **Reading Level:** III

Source: National Park Service

This is an interim paper distributed while "Careers in the National Park Service" is being revised. It describes the basic occupations, giving for each nature of the work, location, on-the-job training, entry level, career potential, application procedures, specific minimum qualifications and other facts. Includes sections on administrative positions, few-of-a-kind positions and the benefits of Federal employment. Addresses of the nine National Park Service regions are supplied.

08.099 **TITLE:** State Park Naturalist (D 516)

Date: 1974 **Pages:** 4
Price: 50¢ **Reading Level:** I

Source: Vocational Biographies, Inc.

Short biography of a state park naturalist in Indiana state parks system who began working in present occupation at age 28. Describes typical daily duties, initial job entry, personal qualifications and educational requirements. Includes basic information about jobs with the National Park Service. Takes realistic view of poor employment outlook.

08.099 **TITLE:** Nursery and Landscape Workers (Occupational Brief 166)

Date: 1975 **Pages:** 4
Price: 55¢ **Reading Level:** III

Source: Science Research Associates

Nursery industry and its jobs are described. Working conditions, personal qualities, preparation, getting a job, earnings and optimistic future are covered.

08.099 **TITLE:** Agricultural Commodity Grader (Occupational Brief 250)

Date: 1975 **Pages:** 4
Price: 50¢ **Reading Level:** III

Source: Chronicle Guidance Publications

Relates occupational duties to U.S. Department of Agriculture quality standards. Describes responsibilities for 8 kinds of graders: processed fruit and vegetables, fresh fruit and vegetables, poultry and eggs, grain, cotton, dairy products, meat, tobacco. Supplies information on working locations and conditions, personal characteristics, education, employment and advancement, career rewards.

08.099 **TITLE:** Environmental Health Professionals

Date: 1972 **Pages:** 1
Price: Single Copy Free **Reading Level:** III

Source: The Philadelphia Center for Health Careers

Briefly explains the duties in the several fields of environmental health and potential job locations. Lists training and education requirements for each field and where training is available. Gives employment outlook, average income levels and sources for additional information.

09.000 NATURAL SCIENCES

09.100 **TITLE:** Employment Outlook for Environmental Scientists: Geologists, Geophysicists, Meteorologists, Oceanographers (Bulletin 1785-64)

Date: 1974 **Reading Level:** III
Price: 30¢ (Payable to the Superintendent of Documents)

Source: Regional Offices of Bureau of Labor Statistics
United States Department of Labor

Reprint from Occupational Outlook Handbook. See Category 21.000 for Description.

09.105 **TITLE:** Geology: Science and Profession

Date: 1972 **Pages:** 27
Price: 50¢ **Reading Level:** II

Source: American Geological Institute

Describes various fields of geology. Discusses personal qualifications, education, employment opportunities and personal rewards. Sources and places for further information suggested, and gives locations of employment.

09.200 **TITLE:** Employment Outlook for Life Science Occupations: Biochemists, Life Scientists, Soil Scientists (Bulletin 1785-65)

Date: 1974 **Reading Level:** III
Price: 25¢ (Payable to the Superintendent of Documents)

Source: Regional Offices of Bureau of Labor Statistics
United States Department of Labor

Reprint from Occupational Outlook Handbook. See Category 21.000 for Description.

09.210 **TITLE:** Careers in Biology

Date: 1974 **Pages:** 8
Price: Single Copy Free **Reading Level:** III

Source: American Institute of Biological Sciences

Discusses the many disciplines of biology and the challenges of emerging fields. Covers employment opportunities, salaries, professional association, and answers to common questions. Advises that undergraduate education be broad, with specialization reserved for graduate school. Gives additional sources.

Note: See Appendix A for addresses of sources.

09.299 **TITLE:** Plant Pathology

Date: 1974 **Pages:** 18
Price: No Charge **Reading Level:** III

Source: American Institute of Biological Sciences

Describes nature of work. Discusses destructiveness of plant diseases, personal rewards of career, duties of plant pathologists employed in education, research, conservation, service, sales and other areas. Salaries, background, and education are included. Lists colleges offering program.

09.299 **TITLE:** Career Opportunities for the Herpetologist

Date: 1973 **Pages:** 5
Price: Single Copy Free **Reading Level:** III

Source: American Society of Ichthyologists and Herpetologists

Describes duties of herpetologists working in museums, zoos, teaching and sales. Provides introduction to the field and also deals realistically with the problems of the herpetologist in securing positions.

09.299 **TITLE:** Physiologist, Animal (Career Summary S-353)

Date: 1973 **Pages:** 2
Price: 30¢ **Reading Level:** III

Source: Careers, Inc.

Describes nature of work, educational program, salary outlook, location of jobs, measuring interest and ability and related careers. Further sources of information are given.

09.299 **TITLE:** Agronomist (Career Summary S-59)

Date: 1973 **Pages:** 2
Price: 30¢ **Reading Level:** III

Source: Careers, Inc.

Describes nature of work and duties. Gives training requirements, personal qualifications, earnings and outlook. Further sources of information are given.

09.299 **TITLE:** Entomology . . . An Exciting Career!

Date: 1970 **Pages:** 16
Price: No Charge **Reading Level:** II

Source: Entomological Society of America

Describes field and stresses close relationship with other scientific fields and with business administration. Explains the different jobs and their duties in the two subdivisions of entomology: research and service. Discusses personal qualifications and educational requirements.

09.300 **TITLE:** Employment Outlook for Mathematics Occupations: Mathematicians, Statisticians (Bulletin 1785-66)

Date: 1974 **Reading Level:** III
Price: 25¢ (Payable to the Superintendent of Documents)

Source: Regional Offices of Bureau of Labor Statistics
United States Department of Labor

Reprint from Occupational Outlook Handbook. See Category 21.000 for Description.

09.310 **TITLE:** Careers in Statistics

Date: 1974 **Pages:** 23
Price: No Charge (to 25 copies) **Reading Level:** III

Source: American Statistical Association

Nature of work described through fields in which statistics are applied. Considers education and training, opportunities, working conditions, earnings and future challenges. Lists U.S. and Canadian schools offering degrees, and sources for further information.

09.400 **TITLE:** Employment Outlook for Physical Scientists: Astronomers, Chemists, Food Scientists, Physicists (Bulletin 1785-67)

Date: 1974 **Reading Level:** III
Price: 30¢ (Payable to the Superintendent of Documents)

Source: Regional Offices of Bureau of Labor Statistics
United States Department of Labor

Reprint from Occupational Outlook Handbook. See Category 21.000 for Description.

09.499 **TITLE:** Health Physicist (Career Brief B-74)

Date: 1973 **Pages:** 6
Price: 45¢ **Reading Level:** III

Source: Careers, Inc.

Stresses importance of radiation safety protection and outlines history of radiation in health care. Describes duties, employment opportunities and outlook, personal qualifications, earnings and hours and advancement prospects. Emphasizes safety regulations and need for advanced degrees.

10.000 OFFICE AND CLERICAL

10.000 **TITLE:** Jobs in Business and Office

Date: 1975 **Pages:** 50
Price: $1.90 **Reading Level:** II

Source: Science Research Associates

Job family is discussed in sections: management; records planning and control; clerical and secretarial; owning business; business teaching. Typical jobs are sketched in each branch.

10.100 **TITLE:** Employment Outlook for Banking: Bank Clerks, Bank Tellers, Bank Officers (Bulletin 1785-147)

Date: 1974 **Reading Level:** III
Price: 25¢ (Payable to the Superintendent of Documents)

Source: Regional Offices of Bureau of Labor Statistics
United States Department of Labor

Reprint from Occupational Outlook Handbook. See Category 21.000 for Description.

10.100 **TITLE:** Banking (#32)

Date: 1973 **Pages:** 2
Price: 75¢ **Reading Level:** III

Source: Alumnae Advisory Center, Inc.

Fact sheet briefly states job duties for various areas and levels of banking. Includes beginning and advanced jobs in both banking and banking-related careers, prospective employers, education for all areas and levels of banking, personal qualifications, and helpful background. Sources of additional information given.

10.110 **TITLE:** Bank Teller (#74)

Date: 1974 **Pages:** 2
Price: 75¢ **Reading Level:** II

Source: Alumnae Advisory Center, Inc.

Brief description of duties. Discusses education required and lists further sources of information. Includes salary information and methods of entry.

Note: See Appendix A for addresses of sources.

10.200 **TITLE:** Employment Outlook for Office Machine and Computer Manufacturing (Bulletin 1785-135)

Date: 1974 **Reading Level:** III
Price: 25¢ (Payable to the Superintendent of Documents)

Source: Regional Offices of Bureau of Labor Statistics
United States Department of Labor

Reprint from Occupational Outlook Handbook. See Category 21.000 for Description.

10.200 **TITLE:** Employment Outlook for Computer and Related Occupations: Electronic Computer Operating Personnel, Programmers, Systems Analysts (Bulletin 1785-20)

Date: 1974 **Reading Level:** III
Price: 25¢ (Payable to the Superintendent of Documents)

Source: Regional Offices of Bureau of Labor Statistics
United States Department of Labor

Reprint from Occupational Outlook Handbook. See Category 21.000 for Description.

10.200 **TITLE:** Opportunities in Electronic Data Processing

Author: Martin Nussbaum
Date: 1972 **Pages:** 160
Price: $4.95 **Reading Level:** II

Source: Vocational Guidance Manuals

Excellent presentation includes short history of field, employment outlook, advancement, personal qualifications, methods of job entrance, and sources of further information. Includes extensive job descriptions, education and training. Lists schools and colleges offering programs.

10.200 **TITLE:** Occupations in Electronic Computing Systems (Stock No. 2913-0067)

Date: 1973 **Pages:** 130
Price: 60¢ **Reading Level:** III

Source: Superintendent of Documents,
United States Government Printing Office

Section on background and status of industry, with introduction to terms and concepts. For 29 occupations supplies information on: occupational definition; education, training, experience; worker traits, including aptitudes, interests, temperaments, physical activities and environmental conditions. Glossary and extensive references.

10.200 **TITLE:** Career Opportunities in the Federal Government for Computer Specialists (Announcement #420)

Date: 1974 **Pages:** 12
Price: No Charge **Reading Level:** III

Source: Civil Service Commission

Describes duties for computer occupations and computer applications today and projected into the future. Lists education, training and experience qualifications. Application procedures for government employment and other information, facts on trainee positions and work benefits are also included. Amendment to announcement includes information on geographic locations for position openings.

10.205 **TITLE:** Data Processing Machine Operators (Occupational Brief 322)

Date: 1974 **Pages:** 4
Price: 55¢ **Reading Level:** III

Source: Science Research Associates

Work-flow used to describe duties and job setting. Brief account given of electronic data processing. Discusses qualifications and training, getting started and advancing, earnings and working hours. Outlook is still good, but field is stabilizing.

10.210 **TITLE:** Data Typist (Occupational Brief 308)

Date: 1975 **Pages:** 4
Price: 50¢ **Reading Level:** III

Source: Chronicle Guidance Publications

This is the data "input" occupation. Passages on work settings and work performed describe the processes. Supplies information on working conditions, where employed, personal requirements, good advancement opportunities, hours and earnings, advantages and disadvantages, educational and training requirements, related occupations, good employment outlook.

10.210 **TITLE:** Keypunch Operator

Date: 1973 **Pages:** 4
Price: Single Copy Free **Reading Level:** II

Source: Indiana Employment Security Division

Describes work performed and related tasks. Working conditions, location of jobs, hours and fringe benefits, requirements for entry and advancement can be generalized to entire country. Employment outlook and earnings specific to Indiana.

10.220 **TITLE:** Systems Analysts (Occupational Brief 357)

Date: 1974 **Pages:** 4
Price: 55¢ **Reading Level:** III

Source: Science Research Associates

Designing work flow for operations in all phases of modern industry is responsibility of system analysts. Some examples are shown. General descriptions given of duties. Requirements and training, getting started and advancing, salaries and tremendous potential are all discussed. Gives other references.

10.300 **TITLE:** Opportunities in Office Occupations

Authors: Estelle Popham and Blanche Ettinger
Date: 1972 **Pages:** 128
Price: $4.50 **Reading Level:** III

Source: Vocational Guidance Manuals

Reviews clerical careers. Discusses changing roles of women. Gives realistic view of field. Covers advantages, training, salaries and nature of work.

10.305 **TITLE:** Employment Outlook for Bookkeeping Workers, Office Machine Operators (Bulletin 1785-13)

Date: 1974 **Reading Level:** III
Price: 25¢ (Payable to the Superintendent of Documents)

Source: Regional Offices of Bureau of Labor Statistics
United States Department of Labor

Reprint from Occupational Outlook Handbook. See Category 21.000 for Description.

10.310 **TITLE:** Employment Outlook for Cashiers (Bulletin 1785-14)

Date: 1974 **Reading Level:** III
Price: 25¢ (Payable to the Superintendent of Documents)

Source: Regional Offices of Bureau of Labor Statistics
United States Department of Labor

Reprint from Occupational Outlook Handbook. See Category 21.000 for Description.

10.315 **TITLE:** Employment Outlook for File Clerks (Bulletin 1785-15)

Date: 1974 **Reading Level:** III
Price: 25¢ (Payable to the Superintendent of Documents)

Source: Regional Offices of Bureau of Labor Statistics
United States Department of Labor

Reprint from Occupational Outlook Handbook. See Category 21.000 for Description.

10.330 **TITLE:** Employment Outlook for Bookkeeping Workers, Office Machine Operators (Bulletin 1785-13)

Date: 1974 **Reading Level:** III
Price: 25¢ (Payable to the Superintendent of Documents)

Source: Regional Offices of Bureau of Labor Statistics
United States Department of Labor

Reprint from Occupational Outlook Handbook. See Category 21.000 for Description.

10.335 **TITLE:** Employment Outlook for Receptionists (Bulletin 1785-16)

Date: 1974 **Reading Level:** III
Price: 25¢ (Payable to the Superintendent of Documents)

Source: Regional Offices of Bureau of Labor Statistics
United States Department of Labor

Reprint from Occupational Outlook Handbook. See Category 21.000 for Description.

10.340 **TITLE:** Employment Outlook for Shipping and Receiving Clerks, Stock Clerks (Bulletin 1785-17)

Date: 1974 **Reading Level:** III
Price: 25¢ (Payable to the Superintendent of Documents)

Source: Regional Offices of Bureau of Labor Statistics
United States Department of Labor

Reprint from Occupational Outlook Handbook. See Category 21.000 for Description.

10.340 **TITLE:** Shipping Clerk Assistant (Job Guide G-4)

Date: 1973 **Pages:** 2
Price: 30¢ **Reading Level:** II

Source: Careers, Inc.

Describes duties and physical requirements of the job. Information is also given on training requirements, salary, methods of entrance and job outlook.

10.345 **TITLE:** Employment Outlook for Statistical Clerks (Bulletin 1785-18)

Date: 1974 **Reading Level:** III
Price: 25¢ (Payable to the Superintendent of Documents)

Source: Regional Offices of Bureau of Labor Statistics
United States Department of Labor

Reprint from Occupational Outlook Handbook. See Category 21.000 for Description.

10.355 **TITLE:** Employment Outlook for Stenographers, Secretaries, Typists (Bulletin 1785-19)

Date: 1974 **Reading Level:** III
Price: 25¢ (Payable to the Superintendent of Documents)

Source: Regional Offices of Bureau of Labor Statistics
United States Department of Labor

Reprint from Occupational Outlook Handbook. See Category 21.000 for Description.

10.355 **TITLE:** Secretary-Receptionist (C 515)

Date: 1973 **Pages:** 4
Price: 50¢ **Reading Level:** II

Source: Vocational Biographies

Variety of interesting and tedious secretarial tasks described briefly. Secretarial skills and personal characteristics of particular importance. Vocational and experiential training, salary range, hours, benefits, and job outlook discussed.

10.355 **TITLE:** Job Opportunity Guide: Stenographer and Secretary

Date: 1973 **Pages:** 5
Price: No Charge **Reading Level:** II

Source: Pennsylvania Bureau of Employment Security

Leaflet describes job duties, working conditions, training, wages, hours and benefits, employment outlook and advantages.

10.355 **TITLE:** Secretary, Technical (Career Summary S-52)

Date: 1973 **Pages:** 2
Price: 30¢ **Reading Level:** III

Source: Careers, Inc.

Concisely describes varied duties, equipment used, compensation, qualifications, and employment outlook. Supplies partial list of schools offering training. Sources of further information are given.

10.365 **TITLE:** Job Opportunity Guide: Clerk Typist

Date: 1974 **Pages:** 4
Price: No Charge **Reading Level:** II

Source: Pennsylvania Bureau of Employment Services

Leaflet describes job duties, training, working conditions, wages and hours, benefits, employment opportunities.

10.399 **TITLE:** How to be a Timekeeper

Authors: John E. Sandberg and Kenneth F. Simon
Date: 1974 **Pages:** 23
Price: $1.25 **Reading Level:** I

Source: Pendell Publishing Co.

Easy to read pamphlet with colorful illustrations describes nature of work, specific duties, becoming a timekeeper, related careers, employment outlook and personal satisfactions.

10.399 **TITLE:** Clerk, General Office (Career Brief B-62)

Date: 1973 **Pages:** 7
Price: 45¢ **Reading Level:** II

Source: Careers, Inc.

Describes a number of clerical jobs and the varied duties of a clerical worker. Discusses working conditions, places of employment, hours and advancement possibilities. Emphasizes need for post-high school business training to keep up with an increasingly automated field.

10.399 **TITLE:** Messengers and Office Helpers (Occupational Brief 15)

Date: 1975 **Pages:** 4
Price: 55¢ **Reading Level:** II

Source: Science Research Associates

Describes duties in an office setting. Covers working conditions, requirements and training, getting started and advancing, earnings and benefits, future and related information.

10.400 **TITLE:** Employment Outlook for Insurance: Claim Adjusters, Claim Examiners, Underwriters, Actuaries, Insurance Agents and Brokers (Bulletin 1785-148)

Date: 1974 **Reading Level:** III
Price: 35¢ (Payable to the Superintendent of Documents)

Source: Regional Offices of Bureau of Labor Statistics
United States Department of Labor

Reprint from Occupational Outlook Handbook. See Category 21.000 for Description.

10.400 **TITLE:** Careers in Insurance

Date: 1974 **Pages:** 4
Price: Single Copy Free **Reading Level:** II

Source: American Mutual Insurance Alliance

In part a recruitment piece, this reprint of a journal article describes the field in general terms. Mentions some of personal satisfactions and demands, employment outlook, working hours, salaries and other advantages. Not very specific, but gives useful overview.

10.400 **TITLE:** Careers in Property and Liability Insurance

Date: 1974 **Pages:** 13
Price: Single Copy Free **Reading Level:** III

Source: Insurance Information Institute

Discusses scope of job, personal and social rewards. Brief job descriptions are given for general office workers and more extensive descriptions, including education, given for insurance specialists.

11.000 REPAIR AND MECHANICS

11.000 **TITLE:** Employment Outlook for Automobile Service Occupations (Bulletin 1785-69)

Date: 1974 **Reading Level:** III
Price: 35¢ (Payable to the Superintendent of Documents)

Source: Regional Offices of Bureau of Labor Statistics
United States Department of Labor

Reprint from Occupational Outlook Handbook. See Category 21.000 for Description.

11.000 **TITLE:** In Planning Your Future, Look First at the Retail Automobile Business

Date: 1972 **Pages:** 39
Price: No Charge **Reading Level:** II

Source: General Motors Corporation, Public Relations

Reviews occupations in all phases of automobile dealer agency. Describes family of jobs in service departments from beginning level to skilled specializations. Also covers sales, parts and management. Suggests opportunities for advanced training after obtaining job.

11.000 **TITLE:** Employment Outlook for Telephone Industry

Date: 1974 **Pages:** 14
Price: Single Copy Free **Reading Level:** III

Source: Communications Workers of America

Reprint from Occupational Outlook Handbook distributed by union. Presents survey of careers in telephone industry, plus specific information on telephone crafts, equipment installers, splicers, servicemen and operators. See Category 21.000 for more detailed description.

11.000 **TITLE:** Mechanics and Repair Technicians (Career Brief B-183)

Date: 1974 **Pages:** 8
Price: 45¢ **Reading Level:** III

Source: Careers, Inc.

Overview with brief job descriptions for: automotive mechanic; automobile body repairmen; maintenance machinery repairmen; instrument repairmen; office machine servicemen; television and radio servicemen; air conditioning, refrigeration and heating mechanics; electrical appliance servicemen; maintenance electricians; and diesel mechanics. Generalized information on other job data.

Note: See Appendix A for addresses of sources.

11.003 **TITLE:** Employment Outlook for Air Conditioning, Refrigeration, Heating Mechanics (Bulletin 1785-70)

Date: 1974 **Reading Level:** III
Price: 25¢ (Payable to the Superintendent of Documents)

Source: Regional Offices of Bureau of Labor Statistics
United States Department of Labor

Reprint from Occupational Outlook Handbook. See Category 21.000 for Description.

11.003 **TITLE:** Air Conditioning and Heating Technician (Career Summary S-179)

Date: 1975 **Pages:** 2
Price: 30¢ **Reading Level:** III

Source: Careers, Inc.

Concisely describes duties and responsibilities for manufacture, installation and servicing. Covers working conditions, personal qualifications, education and training, earnings, hours, where employed and favorable outlook. Further information sources given.

11.003 **TITLE:** Air Conditioning Technician (Occupational Brief 191)

Date: 1973 **Pages:** 4
Price: 55¢ **Reading Level:** III

Source: Science Research Associates

Gives occupational setting and duties, stressing production but covering installation and service. Sections on what it takes, getting started and advancing, working conditions and hours, earnings and outlook.

11.006 **TITLE:** Electrical Appliance Serviceman (Career Brief B-46)

Date: 1973 **Pages:** 8
Price: 45¢ **Reading Level:** III

Source: Careers, Inc.

Describes duties of installing, repairing in the home, shop work and variations. Reports on working conditions, personal qualifications, education and training, training opportunities, favorable outlook. Earnings, hours, advancement, how to enter, places of employment covered. Discusses related careers.

11.006 **TITLE:** Employment Outlook for Appliance Servicemen (Bulletin 1785-71)

Date: 1974 **Reading Level:** III
Price: 25¢ (Payable to the Superintendent of Documents)

Source: Regional Offices of Bureau of Labor Statistics
United States Department of Labor

Reprint from Occupational Outlook Handbook. See Category 21.000 for Description.

11.009 **TITLE:** Automobile-Body Repairman (Career Summary S-66)

Date: 1973 **Pages:** 2
Price: 30¢ **Reading Level:** II

Source: Careers, Inc.

Concisely describes duties, working conditions, personal qualifications, training, earnings, hours, outlook and other sources.

11.012 **TITLE:** Job Opportunity Guide: Automobile Service Work

Date: 1974 **Pages:** 6
Price: No Charge **Reading Level:** I

Source: Pennsylvania Bureau of Employment Security

Leaflet has simple, understandable diagram of career structure and occupations. Short statements on how to get started, disadvantages, rewards, things worked on and tools used, places where one works.

11.012 **TITLE:** Automobile Brake Specialist (Career Summary S-139)

Date: 1974 **Pages:** 2
Price: 30¢ **Reading Level:** II

Source: Careers, Inc.

Duties described in detail. Working conditions, personal qualifications, training, earnings and hours, outlook, related careers are covered. Section on measuring interest and ability.

11.015 **TITLE:** Employment Outlook for Boat Motor Mechanics, Motorcycle Mechanics (Bulletin 1785-72)

Date: 1974 **Reading Level:** III
Price: 25¢ (Payable to the Superintendent of Documents)

Source: Regional Offices of Bureau of Labor Statistics
United States Department of Labor

Reprint from Occupational Outlook Handbook. See Category 21.000 for Description.

11.015 **TITLE:** Marine Mechanics and Repairmen (Occupational Brief 281)

Date: 1974 **Pages:** 4
Price: 50¢ **Reading Level:** II

Source: Chronicle Guidance Publications

Background and duties given. Summarizes work performed for variety of tasks, with brief discussion of career ladder. Working conditions, training requirements, personal qualifications, methods of entry, advancement, earnings and related occupations are discussed. Employment outlook bright.

11.018 **TITLE:** Bowling Machine Mechanic (Career Brief B-186)

Date: 1974 **Pages:** 8
Price: 45¢ **Reading Level:** III

Source: Careers, Inc.

Contains history, duties, working conditions, personal qualifications, training, outlook, earnings, hours, how to enter. Considerable information on related careers.

11.016 **TITLE:** Employment Outlook for Bowling-Pin-Machine Mechanics (Bulletin 1785-73)

Date: 1974 **Reading Level:** III
Price: 25¢ (Payable to the Superintendent of Documents)

Source: Regional Offices of Bureau of Labor Statistics
United States Department of Labor

Reprint from Occupational Outlook Handbook. See Category 21.000 for Description.

11.021 **TITLE:** Employment Outlook for Business Machine Servicemen, Computer Service Technicians (Bulletin 1785-74)

Date: 1974 **Reading Level:** III
Price: 25¢ (Payable to the Superintendent of Documents)

Source: Regional Offices of Bureau of Labor Statistics
United States Department of Labor

Reprint from Occupational Outlook Handbook. See Category 21.000 for Description.

11.021 **TITLE:** Office Machine Serviceman (Career Brief B-28)

Date: 1972 **Pages:** 8
Price: 45¢ **Reading Level:** III

Source: Careers, Inc.

Describes in general terms the functions of servicing office machines, and lists eleven sub-specialties. Working conditions, personal qualifications, education and training, training opportunities, earnings, hours, advancement and related careers are briefly covered. Outlook is good.

11.024 **TITLE:** Employment Outlook for Business Machine Servicemen, Computer Service Technicians (Bulletin 1785-74)

Date: 1974 **Reading Level:** III
Price: 25¢ (Payable to the Superintendent of Documents)

Source: Regional Offices of Bureau of Labor Statistics
United States Department of Labor

Reprint from Occupational Outlook Handbook. See Category 21.000 for Description.

11.024 **TITLE:** Data-Processing Machine Servicemen (Occupational Brief 323)

Date: 1974 **Pages:** 4
Price: 55¢ **Reading Level:** III

Source: Science Research Associates

Duties described for installing, maintaining and repairing equipment. Customer relations are important. Discusses qualifications and training, getting started, getting ahead, earnings, hours and very favorable outlook.

11.027 **TITLE:** Diesel Mechanic (Career Summary S-67)

Date: 1973 **Pages:** 2
Price: 30¢ **Reading Level:** III

Source: Careers, Inc.

Describes in some detail duties, working conditions, personal qualifications, education and training (including apprenticeship and on-the-job training) physical demands, earnings and hours. Employment opportunities, outlook, related careers and further sources of information are included.

11.027 **TITLE:** Employment Outlook for Diesel Mechanics (Bulletin 1785-75)

Date: 1974 **Reading Level:** III
Price: 25¢ (Payable to the Superintendent of Documents)

Source: Regional Offices of Bureau of Labor Statistics
United States Department of Labor

Reprint from Occupational Outlook Handbook. See Category 21.000 for Description.

11.030 **TITLE:** Employment Outlook for Electric Sign Servicemen (Bulletin 1785-77)

Date: 1974 **Reading Level:** III
Price: 25¢ (Payable to the Superintendent of Documents)

Source: Regional Offices of Bureau of Labor Statistics
United States Department of Labor

Reprint from Occupational Outlook Handbook. See Category 21.000 for Description.

11.033 **TITLE:** Employment Outlook for Farm Equipment Mechanics (Bulletin 1785-78)

Date: 1974 **Reading Level:** III
Price: 25¢ (Payable to the Superintendent of Documents)

Source: Regional Offices of Bureau of Labor Statistics
United States Department of Labor

Reprint from Occupational Outlook Handbook. See Category 21.000 for Description.

11.036 **TITLE:** Employment Outlook for Maintenance Electrician, Industrial Machinery Repairmen, Millwright (Bulletin 1785-79)

Date: 1974 **Reading Level:** III
Price: 25¢ (Payable to the Superintendent of Documents)

Source: Regional Offices of Bureau of Labor Statistics
United States Department of Labor

Reprint from Occupational Outlook Handbook. See Category 21.000 for Description.

11.039 **TITLE:** Employment Outlook for Instrument Repairmen (Bulletin 1785-80)

Date: 1974 **Reading Level:** III
Price: 25¢ (Payable to the Superintendent of Documents)

Source: Regional Offices of Bureau of Labor Statistics
United States Department of Labor

Reprint from Occupational Outlook Handbook. See Category 21.000 for Description.

11.039 **TITLE:** Instrument Repairman (Career Brief B-102)

Date: 1974 **Pages:** 8
Price: 45¢ **Reading Level:** III

Source: Careers, Inc.

Deals with variety of complex instruments used in all industrial and scientific fields. Duties described in general terms, as are working conditions, qualifications, training and education. Training opportunities discussed. Outlook, earnings, hours, advancement, where employed and related careers also covered.

11.042 **TITLE:** Your Future as a Gemologist

Date: 1974 **Pages:** 4
Price: Single Copy Free **Reading Level:** III

Source: Gemological Institute of America

A short pamphlet detailing the varied duties of the gemologist and his key role in all phases of the jewelry business. Stresses the highly technical courses needed to become a competent professional as well as the career opportunities within the field.

11.042 **TITLE:** Employment Outlook for Jewelers, Watch Repairmen (Bulletin 1785-81)

Date: 1974 **Reading Level:** III
Price: 25¢ (Payable to the Superintendent of Documents)

Source: Regional Offices of Bureau of Labor Statistics
United States Department of Labor

Reprint from Occupational Outlook Handbook. See Category 21.000 for Description.

11.045 **TITLE:** Employment Outlook for Locksmiths (Bulletin 1785-82)

Date: 1974 **Reading Level:** III
Price: 25¢ (Payable to the Superintendent of Documents)

Source: Regional Offices of Bureau of Labor Statistics
United States Department of Labor

Reprint from Occupational Outlook Handbook. See Category 21.000 for Description.

11.048 **TITLE:** Employment Outlook for Maintenance Electricians, Industrial Machinery Repairmen, Millwrights (Bulletin 1785-79)

Date: 1974 **Reading Level:** III
Price: 25¢ (Payable to the Superintendent of Documents)

Source: Regional Offices of Bureau of Labor Statistics
United States Department of Labor

Reprint from Occupational Outlook Handbook. See Category 21.000 for Description.

11.051 **TITLE:** Employment Outlook for Boat Motor Mechanics, Motorcycle Mechanics (Bulletin 1785-72)

Date: 1974 **Reading Level:** III
Price: 25¢ (Payable to the Superintendent of Documents)

Source: Regional Offices of Bureau of Labor Statistics
United States Department of Labor

Reprint from Occupational Outlook Handbook. See Category 21.000 for Description.

11.054 **TITLE:** Employment Outlook for Dispensing Opticians, Optical Mechanics (Bulletin 1785-76)

Date: 1974 **Reading Level:** III
Price: 25¢ (Payable to the Superintendent of Documents)

Source: Regional Offices of Bureau of Labor Statistics
United States Department of Labor

Reprint from Occupational Outlook Handbook. See Category 21.000 for Description.

11.057 **TITLE:** Employment Outlook for Piano and Organ Servicemen (Bulletin 1785-83)

Date: 1974 **Reading Level:** III
Price: 25¢ (Payable to the Superintendent of Documents)

Source: Regional Offices of Bureau of Labor Statistics
United States Department of Labor

Reprint from Occupational Outlook Handbook. See Category 21.000 for Description.

11.060 **TITLE:** Employment Outlook for Shoe Repairmen (Bulletin 1785-84)

Date: 1974 **Reading Level:** III
Price: 25¢ (Payable to the Superintendent of Documents)

Source: Regional Offices of Bureau of Labor Statistics
United States Department of Labor

Reprint from Occupational Outlook Handbook. See Category 21.000 for Description.

11.060 **TITLE:** Shoe Repair Worker (Occupational Brief 72)

Date: 1974 **Pages:** 4
Price: 50¢ **Reading Level:** II

Source: Chronicle Guidance Publications

Describes duties, hours, earnings, personal requirements, training and outlook. High percentage of craftsmen are shopowners. Discusses career in context of owner-operated and family business. Adds potential for related repair services as common expansion of business.

11.063 **TITLE:** Linemen and Cable Splicers (Occupational Brief 28)

Date: 1973 **Pages:** 4
Price: 55¢ **Reading Level:** II

Source: Science Research Associates

Jobs described in context of telephone, electric light and power industries. Discusses some details of both jobs. Getting started and advancing, earnings, advantages and disadvantages and the future are also covered.

11.069 **TITLE:** Telephone Installers and Repair Workers (Occupational Brief 359)

Date: 1974 **Pages:** 4
Price: 55¢ **Reading Level:** III

Source: Science Research Associates

Describes duties and work settings in detail. Discusses working conditions, qualifications and training, earnings, good future prospects.

11.072 **TITLE:** Employment Outlook for Television and Radio Service Technicians (Bulletin 1785-85)

Date: 1974 **Reading Level:** III
Price: 25¢ (Payable to the Superintendent of Documents)

Source: Regional Offices of Bureau of Labor Statistics
United States Department of Labor

Reprint from Occupational Outlook Handbook. See Category 21.000 for Description.

11.072 **TITLE:** Radio-TV Service Technicians (Occupational Brief 346)

Date: 1975 **Pages:** 4
Price: 55¢ **Reading Level:** III

Source: Science Research Associates

Provides background and work settings. Describes what service technician does. Includes preparation for job, qualifications, getting started and advancing, hours and earnings, and good outlook.

11.072 **TITLE:** So You Want to Be An Electronics Technician

Date: 1974 **Pages:** 8
Price: 25¢ (with large self-addressed stamped envelope) **Reading Level:** III

Source: National Alliance of Television and Electronics Service Associations

Booklet emphasizes the challenge and growth of the home electronics service industry in the last ten years. Special talents, preparation, compensation and benefits, equipment used, and entrance methods are mentioned. Work duties are not detailed.

11.078 **TITLE:** Employment Outlook for Vending Machine Mechanics (Bulletin 1785-86)

Date: 1974 **Reading Level:** III
Price: 25¢ (Payable to the Superintendent of Documents)

Source: Regional Offices of Bureau of Labor Statistics
United States Department of Labor

Reprint from Occupational Outlook Handbook. See Category 21.000 for Description.

11.081 **TITLE:** Careers in Watch Repairing

Date: 1973 **Pages:** 4
Price: Single Copy Free **Reading Level:** II

Source: American Watchmakers Institute

Describes rewards, salary and employment outlook. Notes requirement for mechanical ability. Discusses training and education programs, places of employment, working conditions, licensing practices and proficiency examinations. Separate pamphlet lists names and addresses of watchmaking schools.

11.081 **TITLE:** Employment Outlook for Jewelers, Watch Repairmen (Bulletin 1785-81)

Date: 1974 **Reading Level:** III
Price: 25¢ (Payable to the Superintendent of Documents)

Source: Regional Offices of Bureau of Labor Statistics
United States Department of Labor

Reprint from Occupational Outlook Handbook. See Category 21.000 for Description.

11.099 **TITLE:** Lawn and Garden Equipment Technician (Occupational Brief 138)

Date: 1974 **Pages:** 4
Price: 50¢ **Reading Level:** III

Source: Chronicle Guidance Publications

Describes job settings, work performed, earnings and benefits, education, training, requirements, related occupations and favorable outlook.

12.000 SALES AND MARKETING

12.000 **TITLE:** Employment Outlook for Automobile Service Occupations (Bulletin 1785-69)

Date: 1974 **Reading Level:** III
Price: 35¢ (Payable to the Superintendent of Documents)

Source: Regional Offices of Bureau of Labor Statistics
United States Department of Labor

Reprint from Occupational Outlook Handbook. See Category 21.000 for Description.

12.000 **TITLE:** Jobs in Marketing and Distribution

Date: 1975 **Pages:** 58
Price: $1.90 **Reading Level:** II

Source: Science Research Associates

Covers job family, describing broad areas of: product development; marketing products and property; sales; selling intangibles (ideas and services); purchasing and distribution; management and marketing services. For each presents a sketch of typical duties for a few jobs.

12.000 **TITLE:** Job Opportunity Guide: Sales Work

Date: 1970 **Pages:** 6
Price: No Charge **Reading Level:** I

Source: Pennsylvania Bureau of Employment Security

Simple descriptions of duties, places, hours, earnings and benefits, personal attributes.

12.000 **TITLE:** Buyerism: How to Buy a Franchise or a Small Business

Authors: R. A. Fowler and T. W. Hummel
Date: 1970 **Pages:** 160
Price: $1.25 **Reading Level:** II

Source: WWWWW Information Services, Inc.

Well written book discusses important considerations in buying a franchise or small business such as how to get information on financial condition. Contains information on marketing, management, territory, and causes of business failure. Includes case studies and ideas for new marketable commodities and services.

Note: See Appendix A for addresses of sources.

12.010 **TITLE:** Employment Outlook for Automobile Salesworkers (Bulletin 1785-42)

Date: 1974 **Reading Level:** III
Price: 25¢ (Payable to the Superintendent of Documents)

Source: Regional Offices of Bureau of Labor Statistics
United States Department of Labor

Reprint from Occupational Outlook Handbook. See Category 21.000 for Description.

12.030 **TITLE:** Opportunities in Life Insurance Sales

Author: Lee Rosler
Date: 1974 **Pages:** 118
Price: $2.45/paperback; $4.25/hardback **Reading Level:** II

Source: Vocational Guidance Manuals, Inc.

Discusses at length various aspects of careers in life insurance sales, including nature of work and kind of person who might be successful. Contains sections on growing opportunities for women. Training requirements, credentials included. Gives glossary of terms.

12.030 **TITLE:** A Life Career

Date: 1973 **Pages:** 15
Price: Single Copy Free **Reading Level:** III

Source: Institute of Life Insurance

Short sections describe various aspects of a career in life insurance. Included are scope, job duties, working conditions, salaries and benefits, continuing education, employment outlook, and personal and social rewards. Additional sources of information are also given.

12.035 **TITLE:** Model (Career Brief B-64)

Date: 1973 **Pages:** 7
Price: 45¢ **Reading Level:** III

Source: Careers, Inc.

Pamphlet explores world of high-fashion and photographic modeling with lesser emphasis on television and industrial modeling. Strongly points out both advantages and disadvantages of a modeling career. Lists various work duties and extreme working conditions. Emphasizes physical demands and requirements, competitiveness and briefness of a modeling career. Stresses need to plan for long-range career future.

12.035 **TITLE:** Employment Outlook for Models (Bulletin 1785-48)

Date: 1974 **Reading Level:** III
Price: 25¢ (Payable to the Superintendent of Documents)

Source: Regional Offices of Bureau of Labor Statistics
United States Department of Labor

Reprint from Occupational Outlook Handbook. See Category 21.000 for Description.

12.040 **TITLE:** Employment Outlook for Manufacturers Salesworkers (Bulletin 1785-43)

Date: 1974 **Reading Level:** III
Price: 25¢ (Payable to the Superintendent of Documents)

Source: Regional Offices of Bureau of Labor Statistics
United States Department of Labor

Reprint from Occupational Outlook Handbook. See Category 21.000 for Description.

12.045 **TITLE:** Employment Outlook for Real Estate Salesworkers and Brokers (Bulletin 1785-44)

Date: 1974 **Reading Level:** III
Price: 25¢ (Payable to the Superintendent of Documents)

Source: Regional Offices of Bureau of Labor Statistics
United States Department of Labor

Reprint from Occupational Outlook Handbook. See Category 21.000 for Description.

12.050 **TITLE:** Employment Outlook for Retail Food Stores (Bulletin 1785-146)

Date: 1974 **Reading Level:** III
Price: 25¢ (Payable to the Superintendent of Documents)

Source: Regional Offices of Bureau of Labor Statistics
United States Department of Labor

Reprint from Occupational Outlook Handbook. See Category 21.000 for Description.

12.050 **TITLE:** Employment Outlook for Retail Trade Salesworkers (Bulletin 1785-45

Date: 1974 **Reading Level:** III
Price: 25¢ (Payable to the Superintendent of Documents)

Source: Regional Offices of Bureau of Labor Statistics
United States Department of Labor

Reprint from Occupational Outlook Handbook. See Category 21.000 for Description.

12.050 **TITLE:** Salesperson, Retail (Occupational Brief 15)

Date: 1975 **Pages:** 4
Price: 50¢ **Reading Level:** III

Source: Chronicle Guidance Publications

Work performed, work conditions, hours, earnings, personal qualifications are covered. Discusses aptitudes, educational requirements, training opportunities, promotion opportunities, outlook and related jobs. Advocates college work, but shows place for high school graduate.

12.050 **TITLE:** Careers in Farm and Power Equipment Retailing

Date: 1973 **Pages:** 5
Price: Single Copy Free **Reading Level:** III

Source: National Farm and Power Equipment Dealers Association

Introduction to farm and industrial equipment dealers includes elaboration of work in service, parts, and sales departments. Importance of this equipment, helpful background, and job duties briefly described. Personality characteristics and personal rewards — salary, commission, benefits — also noted.

12.050 **TITLE:** Look to Men's Wear Retailing

Date: 1972 **Pages:** 18
Price: Single Copy Free **Reading Level:** II

Source: Menswear Retailers of America

Consists of interviews with retailers and their viewpoints on career. Information includes education, training, beginning jobs and methods of advancement, personal qualifications and salary. Discusses personal rewards and advantages and disadvantages of working in large stores versus smaller stores. Gives partial listing of schools offering retailing courses.

12.060 **TITLE:** Employment Outlook for Securities Salesworkers (Bulletin 1785-46)

Date: 1974 **Reading Level:** III
Price: 25¢ (Payable to the Superintendent of Documents)

Source: Regional Offices of Bureau of Labor Statistics
United States Department of Labor

Reprint from Occupational Outlook Handbook. See Category 21.000 for Description.

12.065 **TITLE:** Employment Outlook for Wholesale Trade Salesworkers (Bulletin 1785-47)

Date: 1974 **Reading Level:** III
Price: 25¢ (Payable to the Superintendent of Documents)

Source: Regional Offices of Bureau of Labor Statistics
United States Department of Labor

Reprint from Occupational Outlook Handbook. See Category 21.000 for Description.

12.099 **TITLE:** History Defines the Food Broker

Date: 1972 **Pages:** 11
Price: No Charge **Reading Level:** III

Source: National Food Brokers Association

The food broker represents the food producer in seeking market outlets. History of field is given in depth, but brochure requires supplementary information on occupational details.

12.099 **TITLE:** Fashion Merchandiser (C 55)

Date: 1973 **Pages:** 4
Price: 50¢ **Reading Level:** II

Source: Vocational Biographies

Fashion merchandiser is described as an "administrative middleman", working with designers, buyers and the fashion market. Creativity, ability to get along with others, and competitiveness of field emphasized. Work description, training programs, salary and future of career discussed. Additional sources of information included.

12.099 **TITLE:** Stamp and Coin Dealer (D 513)

Date: 1974 **Pages:** 4
Price: 50¢ **Reading Level:** II

Source: Vocational Biographies

Short biography of a dealer, relates his early life and how he first became interested in occupation. Mentions great personal satisfaction. Stresses need for deep knowledge of stamps and coins as well as business practices. Provides salary range, educational requirements, personal characteristics and an additional source of information.

13.000 SERVICE (PERSONAL, PROTECTIVE, PUBLIC, OTHER)

13.105 **TITLE:** Barber Stylist

Date: 1975 **Pages:** 4
Price: 50¢ **Reading Level:** II

Source: Chronicle Guidance Publications

Duties described. Discusses places of employment, working conditions, personal characteristics, wages, training and licensing, entry methods, advancement, outlook and related occupations. Encourages women as men's hair stylists. Sources for further information.

13.105 **TITLE:** Employment Outlook for Barbers, Cosmetologists (Bulletin 1785-32)

Date: 1974 **Reading Level:** III
Price: 25¢ (Payable to the Superintendent of Documents)

Source: Regional Offices of Bureau of Labor Statistics
United States Department of Labor

Reprint from Occupational Outlook Handbook. See Category 21.000 for Description.

13.110 **TITLE:** Cosmetologist (Occupational Brief 7)

Date: 1974 **Pages:** 4
Price: 50¢ **Reading Level:** III

Source: Chronicle Guidance Publications

Gives occupational setting, duties, working conditions, hours, wages and personal qualifications. Discusses high school preparation, licensing, training requirements and training opportunities. Outlook very favorable. Section on opportunities for men.

13.110 **TITLE:** Cosmetologist (C 514)

Date: 1973 **Pages:** 4
Price: 50¢ **Reading Level:** II

Source: Vocational Biographies

Variety of work a cosmetologist performs is reviewed. Training, salary range, benefits, work duties and personal characteristics also discussed. Emphasizes ability to communicate with others and schedule flexibility, permitting part-time work.

Note: See Appendix A for addresses of sources.

13.110 **TITLE:** Beauty Operator (Cosmetologist; Beautician)

Date: 1970 **Pages:** 2
Price: Single Copy Free **Reading Level:** III

Source: Missouri Dept. of Labor & Industrial Relations

Brief summary of duties including hair, facial, scalp and nail care. Remarks that duties vary with size of beauty establishment. Includes working conditions, physical demands, opportunities for advancement, and employment outlook. Earnings are typical of those in St. Louis area. Lists requirements for certification in Missouri.

13.110 **TITLE:** Beauty Services (42)

Date: 1973 **Pages:** 2
Price: 50¢ **Reading Level:** II

Source: Alumnae Advisory Center, Inc.

Fact sheet gives highlights of careers in beauty services. Includes definition of work, duties, beginning and advanced jobs, related jobs, employers, education, personal qualifications and preparation. Further sources of information are also given.

13.115 **TITLE:** Employment Outlook for Funeral Directors and Embalmers (Bulletin 1785-33)

Date: 1974 **Reading Level:** III
Price: 25¢ (Payable to the Superintendent of Documents)

Source: Regional Offices of Bureau of Labor Statistics
United States Department of Labor

Reprint from Occupational Outlook Handbook. See Category 21.000 for Description.

13.125 **TITLE:** Employment Outlook for Laundry and Drycleaning Plants (Bulletin 1785-150)

Date: 1974 **Reading Level:** III
Price: 25¢ (Payable to the Superintendent of Documents)

Source: Regional Offices of Bureau of Labor Statistics
United States Department of Labor

Reprint from Occupational Outlook Handbook. See Category 21.000 for Description.

13.125 **TITLE:** Dry Cleaning Shop Owner (C 523)

Date: 1973 **Pages:** 4
Price: 50¢ **Reading Level:** II

Source: Vocational Biographies

Biography of shop owner covers his career from working in a store through purchasing and establishing his own shop. Work duties are described, including those of his wife, the office supervisor, work manager, and counter person. Educational requirements, salary range and useful personal characteristics noted. Sources of additional information listed.

13.130 **TITLE:** Employment Outlook for Private Household Workers (Bulletin 1785-34)

Date: 1974 **Reading Level:** III
Price: 25¢ (Payable to the Superintendent of Documents)

Source: Regional Offices of Bureau of Labor Statistics
United States Department of Labor

Reprint from Occupational Outlook Handbook. See Category 21.000 for Description.

13.199 **TITLE:** Homemaker - Home Health Aide (Occupational Brief No. 505)

Date: 1975 **Pages:** 4
Price: 50¢ **Reading Level:** II

Source: Chronicle Guidance Publications

Cares for recuperating or sick people at home. Describes duties, working environments, particular demands, excellent outlook, hours and earnings, potentials for advancement. Discusses training in some detail and personal qualities needed. Related occupations and additional information cited.

13.200 **TITLE:** Job Opportunity Guide: Protective Service Occupations

Date: 1970 **Pages:** 6
Price: No Charge **Reading Level:** I

Source: Pennsylvania Bureau of Employment Security

Pictures and simple phrases describe types of jobs, points of entry, qualifications needed, pay, hours, advantages, working conditions, types of employers, means of advancement and sources of information.

13.200 **TITLE:** Opportunities in a Law Enforcement Career

Author: James D. Stinchcomb
Date: 1971 **Pages:** 132
Price: $2.45/Paperback; $4.25/Hardback **Reading Level:** III

Source: Vocational Guidance Manuals

Book includes history and nature of work at city, county and state levels. Reviews advantages and disadvantages, training requirements and related careers. A list of institutions providing training is given.

13.200 **TITLE:** Your Future in Law Enforcement

Author: Allan Z. Gammage
Date: 1974 **Pages:** 159
Price: $4.80 **Reading Level:** III

Source: Richards Rosen Press, Inc.

Fast-moving account of careers in law enforcement. Provides factual data on requirements for entry, salaries and promotions.

13.205 **TITLE:** Air Force NCO (C 65)

Date: 1973 **Pages:** 4
Price: 50¢ **Reading Level:** II

Source: Vocational Biographies

A retired senior master sergeant discusses advantages and disadvantages of a military career. Advantages include educational benefits, free medical and dental care, liberal retirement, travel and vacations. Disadvantages may include lengthy separation from family. Personal characteristics and educational requirements noted.

13.205 **TITLE:** Your Future in the Military Services

Author: Gen. Monro MacCloskey
Date: 1974 **Pages:** 243
Price: $4.80 **Reading Level:** III

Source: Richards Rosen Press, Inc.

Reviews opportunities of military careers for men and women. Covers nature of work, training, advancement, salaries and benefits. Includes chapter on women in armed forces.

13.210 **TITLE:** Employment Outlook for Health and Regulatory Inspectors, Construction Inspectors (Bulletin 1785-39)

Date: 1974 **Reading Level:** III
Price: 30¢ (Payable to the Superintendent of Documents)

Source: Regional Offices of Bureau of Labor Statistics
United States Department of Labor

Reprint from Occupational Outlook Handbook. See Category 21.000 for Description.

13.215 **TITLE:** Employment Outlook for FBI Special Agents (Bulletin 1785-35)

Date: 1974 **Reading Level:** III
Price: 25¢ (Payable to the Superintendent of Documents)

Source: Regional Offices of Bureau of Labor Statistics
United States Department of Labor

Reprint from Occupational Outlook Handbook. See Category 21.000 for Description.

13.220 **TITLE:** Employment Outlook for Firefighters (Bulletin 1785-36)

Date: 1974 **Reading Level:** III
Price: 25¢ (Payable to the Superintendent of Documents)

Source: Regional Offices of Bureau of Labor Statistics
United States Department of Labor

Reprint from Occupational Outlook Handbook. See Category 21.000 for Description.

13.220 **TITLE:** Firefighter

Date: 1974 **Pages:** 9
Price: No Charge **Reading Level:** II

Source: International Association of Fire Chiefs

Definitions and distinguishing features of occupations; required skills, knowledge and abilities, and work descriptions given for this public service area of work. Occupations covered include firefighter, ambulance paramedic, fire lieutenant, fire chief and others. Salaries, employee benefits, methods of entry not given.

13.220 **TITLE:** Fire Fighter (Career Summary S-57)

Date: 1973 **Pages:** 2
Price: 30¢ **Reading Level:** III

Source: Careers, Inc.

Describes duties (fire fighting and prevention), working conditions, personal qualifications, earnings, hours, employment outlook and places of employment. Reviews high school and college preparation and on-the-job training. Further sources of information given.

13.220 **TITLE:** It's a Job to Save a City

Date: 1974 **Pages:** 4
Price: Single Copy Free **Reading Level:** III

Source: National Fire Protection Association

Fire protection engineering is described. Capsule statements given on importance, women and minority opportunities, math and science abilities, college curriculum, favorable job market and universities offering program. Short discussion of other fire department careers, including fire science technology.

13.225 **TITLE:** Employment Outlook for Guards and Watchmen (Bulletin 1785-37)

Date: 1974 **Reading Level:** III
Price: 25¢ (Payable to the Superintendent of Documents)

Source: Regional Offices of Bureau of Labor Statistics
United States Department of Labor

Reprint from Occupational Outlook Handbook. See Category 21.000 for Description.

13.230 **TITLE:** Employment Outlook for Health and Regulatory Inspectors, Construction Inspectors (Bulletin 1785-39)

Date: 1974 **Reading Level:** III
Price: 30¢ (Payable to the Superintendent of Documents)

Source: Regional Offices of Bureau of Labor Statistics
United States Department of Labor

Reprint from Occupational Outlook Handbook. See Category 21.000 for Description.

13.235 **TITLE:** Employment Outlook for Police Officers, State Police Officers (Bulletin 1785-38)

Date: 1974 **Reading Level:** III
Price: 25¢ (Payable to the Superintendent of Documents)

Source: Regional Offices of Bureau of Labor Statistics
United States Department of Labor

Reprint from Occupational Outlook Handbook. See Category 21.000 for Description.

13.235 **TITLE:** Sheriff (C 41)

Date: 1973 **Pages:** 4
Price: 50¢ **Reading Level:** II

Source: Vocational Biographies

Includes job description, working conditions, qualifications, and advantages and disadvantages. Variety of work — administrative, human relations, labor, and as an enforcement officer — are noted. Educational and vocational preparation stressed. Information presented in biography form. Salary, hours and benefits noted.

13.299 **TITLE:** Border Patrol Agent (No. DS-4-1)

Date: 1974 **Pages:** 4
Price: No Charge **Reading Level:** III

Source: U.S. Civil Service Commission/San Antonio Area Office

Civil Service brochure details duties and requirements, including ability to speak Spanish. Describes Border Patrol Academy and training program. Rigorous physical requirements are listed as well as the lengthy employment process.

13.299 **TITLE:** Police Clerk (Occupational Brief 342)

Date: 1975 **Pages:** 4
Price: 50¢ **Reading Level:** III

Source: Chronicle Guidance Publications

Describes history, work settings and duties, working conditions, training, entry methods, advancement and earnings. Brief passages on personal qualifications and social and psychological factors differentiate these workers from regular police work. Also discusses earnings and outlook.

13.399 **TITLE:** Court Clerk (Occupational Brief No. 304)

Date: 1975 **Pages:** 4
Price: 50¢ **Reading Level:** III

Source: Chronicle Guidance Publications

Exacting demands, beyond usual secretarial, are described. Differentiates among levels and job titles in career field. Variety of work settings and conditions mentioned. Good outlook, hours and earnings, training requirements, entry points and related occupations are described.

13.435 **TITLE:** Employment Outlook for Urban Planners (Bulletin 1785-117)

Date: 1974 **Reading Level:** III
Price: 25¢ (Payable to the Superintendent of Documents)

Source: Regional Offices of Bureau of Labor Statistics
United States Department of Labor

Reprint from Occupational Outlook Handbook. See Category 21.000 for Description.

13.499 **TITLE:** Agricultural Management Specialist

Date: 1973 **Pages:** 2
Price: Single Copy Free **Reading Level:** III

Source: Farmers Home Administration

Describes duties, qualifications, employment settings and advancement potential for this federal civil service career.

13.500 **TITLE:** Careers in Consumer Protection

Author: Sterling McLeod
Date: 1974 **Pages:** 191
Price: $6.25 **Reading Level:** II

Source: Julian Messner

Consumer protection careers cover safety, design, dangerous foods, dangerous drugs, money matters. Duties include testing, inspection, education, enforcement. Opportunities in private and government fields described. Job responsibilities, education, working conditions and earnings are discussed.

13.505 **TITLE:** Employment Outlook for Social Workers, Social Service Aides (Bulletin 1785-107)

Date: 1974 **Reading Level:** III
Price: 25¢ (Payable to the Superintendent of Documents)

Source: Regional Offices of Bureau of Labor Statistics
United States Department of Labor

Reprint from Occupational Outlook Handbook. See Category 21.000 for Description.

13.505 **TITLE:** Social Work

Date: 1973 **Pages:** 3
Price: No Charge **Reading Level:** III

Source: Presbyterian Distribution Service

Describes services provided by social workers to individuals, groups, organizations and communities. Illustrates duties in administration, research and teaching. Includes personal qualifications, educational requirements, advantages and disadvantages, employment outlook and beginning jobs. Suggests readings and additional sources of information.

13.525 **TITLE:** School Counselor (Career Summary 045)

Date: 1974 **Pages:** 2
Price: 30¢ **Reading Level:** III

Source: Careers, Inc.

Describes responsibilities toward clients, including interviewing, records, vocational and educational guidance. Working conditions, hours and personal qualifications given. Education and certification, salary range and employment outlook included.

13.525 **TITLE:** Employment Outlook for Counseling Occupations (Bulletin 1785-102)

Date: 1974 **Reading Level:** III
Price: 25¢ (Payable to the Superintendent of Documents)

Source: Regional Offices of Bureau of Labor Statistics
United States Department of Labor

Reprint from Occupational Outlook Handbook. See Category 21.000 for Description.

13.535 **TITLE:** Employment Outlook for Home Economists (Bulletin 1785-104)

Date: 1974 **Reading Level:** III
Price: 25¢ (Payable to the Superintendent of Documents)

Source: Regional Offices of Bureau of Labor Statistics
United States Department of Labor

Reprint from Occupational Outlook Handbook. See Category 21.000 for Description.

13.535 **TITLE:** Home Economics (#23)

Date: 1972 **Pages:** 2
Price: 50¢ **Reading Level:** III

Source: Alumnae Advisory Center, Inc.

Describes nature of work and duties in foods, clothing, household management and child care. Lists beginning and advanced jobs, prospective employers, education for different specialties, personal qualifications, and helpful background. Further sources of information are included.

13.535 **TITLE:** Home Economist, Extension (Career Summary S-104)

Date: 1974 **Pages:** 2
Price: 30¢ **Reading Level:** III

Source: Careers, Inc.

Describes job, working conditions, personal qualifications, earnings, hours, employment outlook and related careers. Emphasizes preparatory high school and college courses. Section on extracurricular activities of benefit to future home economist. Further sources of information also given.

13.545 **TITLE:** Employment Outlook for Recreation Workers (Bulletin 1785-106)

Date: 1974 **Reading Level:** III
Price: 25¢ (Payable to the Superintendent of Documents)

Source: Regional Offices of Bureau of Labor Statistics
United States Department of Labor

Reprint from Occupational Outlook Handbook. See Category 21.000 for Description.

13.599 **TITLE:** Your Career as an Extension Agent (#MP 972)

Date: 1973 **Pages:** 8
Price: No Charge **Reading Level:** II

Source: Inquiry addressed to: Cooperative Extension Service, at your state land grant university

Responsibilities and duties are given, as are advancement possibilities, training requirements and broad salary expectations. State extension agent addresses are listed. Local (state) sources are most useful for further information.

13.599 **TITLE:** Director of Volunteers (#81)

Date: 1974 **Pages:** 2
Price: 75¢ **Reading Level:** III

Source: Alumnae Advisory Center, Inc.

Describes nature of work, educational requirements, helpful background and further sources of information. Salary and employment outlook data are not given.

13.599 **TITLE:** Church Careers for Women

Date: 1971 **Pages:** 3
Price: No Charge **Reading Level:** II

Source: Commission on the Ministry

Encourages women to work for their denominational church as pastor, educator, doctor, chaplain, social worker, artist, business manager, executive staff member, etc. Each job is briefed and educational qualifications given. Needs other sources to supplement these job descriptions.

13.650 **TITLE:** County Tax Assessor (C 56)

Date: 1973 **Pages:** 4
Price: 50¢ **Reading Level:** I

Source: Vocational Biographies

Describes variety of work, hazards (weather, dogs, irate taxpayers), yearly work schedules, salary and benefits, educational requirements, and personal characteristics included. Sources of additional information given.

13.700 **TITLE:** Job Opportunity Guide: Nursery and Turfgrass Industries

Date: 1970 **Pages:** 6
Price: No Charge **Reading Level:** I

Source: Pennsylvania Bureau of Employment Security

Diagrams types of jobs within field, with simple descriptions. Includes short phrases on physical demands, entry job duties, equipment used, places where one works, earnings. Lists specialties requiring extra training.

13.700 **TITLE:** Building Service Workers (Occupational Brief 101)

Date: 1974 **Pages:** 4
Price: 55¢ **Reading Level:** III

Source: Science Research Associates

General duties described for janitors, and specialized jobs also mentioned — elevator operators, elevator starters, school custodian. Qualifications discussed realistically. Sections on getting started, earnings, things to consider and future of occupations. Considerable cross referencing to other materials for more detailed information.

13.700 **TITLE:** Employment Outlook for Bartenders, Cooks and Chefs, Waiters and Waitresses (Bulletin 1785-30)

Date: 1974 **Reading Level:** III
Price: 25¢ (Payable to the Superintendent of Documents)

Source: Regional Offices of Bureau of Labor Statistics
United States Department of Labor

Reprint from Occupational Outlook Handbook. See Category 21.000 for Description.

13.700 **TITLE:** Employment Outlook for Restaurants (Bulletin 1785-145)

Date: 1974 **Reading Level:** III
Price: 25¢ (Payable to the Superintendent of Documents)

Source: Regional Offices of Bureau of Labor Statistics
United States Department of Labor

Reprint from Occupational Outlook Handbook. See Category 21.000 for Description.

13.700 **TITLE:** Employment Outlook for Hotels: Bellmen and Bell Captains, Front Office Clerks, Housekeepers and Assistants, Managers and Assistants (Bulletin 1785-149)

Date: 1974 **Reading Level:** III
Price: 25¢ (Payable to the Superintendent of Documents)

Source: Regional Offices of Bureau of Labor Statistics
United States Department of Labor

Reprint from Occupational Outlook Handbook. See Category 21.000 for Description.

13.710 **TITLE:** Employment Outlook for Building Custodians (Bulletin 1785-28)

Date: 1974 **Reading Level:** III
Price: 25¢ (Payable to the Superintendent of Documents)

Source: Regional Offices of Bureau of Labor Statistics
United States Department of Labor

Reprint from Occupational Outlook Handbook. See Category 21.000 for Description.

13.710 **TITLE:** Custodian (Occupational Brief 245)

Date: 1974 **Pages:** 4
Price: 50¢ **Reading Level:** III

Source: Chronicle Guidance Publications

Responsibilities and duties described in variety of situations — schools, apartment houses, business offices, etc. Advantages and disadvantages, outlook, related occupations and additional references are given.

13.715 **TITLE:** Cooks and Chefs

Date: 1973 **Pages:** 3
Price: No Charge **Reading Level:** II

Source: Council on Hotel, Restaurant & Institutional Education

Career guide states nature and scope of work. Includes job levels, places of employment, qualifications, training, advancement, favorable employment outlook, earnings and working conditions. Further sources of information are given.

13.715 **TITLE:** Cook

Date: 1973 **Pages:** 5
Price: Single Copy Free **Reading Level:** II

Source: Mississippi Employment Security Commission

Although aimed at residents of Mississippi, basic information is generally applicable. Includes job description, places of employment, working conditions and hazards, entry into jobs, physical, educational, and training requirements, wages and hours (for Mississippi), opportunities for advancement, and the job outlook.

13.725 **TITLE:** Employment Outlook for Exterminators (Bulletin 1785-29)

Date: 1974 **Reading Level:** III
Price: 25¢ (Payable to the Superintendent of Documents)

Source: Regional Offices of Bureau of Labor Statistics
United States Department of Labor

Reprint from Occupational Outlook Handbook. See Category 21.000 for Description.

13.730 **TITLE:** Food Service Workers (Occupational Brief No. 259)

Date: 1974 **Pages:** 8
Price: $1.00 **Reading Level:** III

Source: Chronicle Guidance Publications

Importance of occupations, job settings for a varied family of occupations are described. Lists duties for principal jobs. Different working environments, career rewards, earnings, outlook, training, advancement and personal qualifications discussed.

13.730 **TITLE:** Job Opportunity Guide: Food Service Occupations

Date: 1974 **Pages:** 6
Price: No Charge **Reading Level:** I

Source: Pennsylvania Bureau of Employment Security

Simply written leaflet shows in pictures and short phrases duties for entry level positions. Brief passages on requirements, advantages and disadvantages, places of employment. Diagrams a career ladder from bus person to head cook.

13.735 **TITLE:** Employment Outlook for Post Office: Postal Clerks, Postal Mail Carriers (Bulletin 1785-152)

Date: 1974 **Reading Level:** III
Price: 25¢ (Payable to the Superintendent of Documents)

Source: Regional Offices of Bureau of Labor Statistics
United States Department of Labor

Reprint from Occupational Outlook Handbook. See Category 21.000 for Description.

13.740 **TITLE:** Waiters and Waitresses (Occupational Brief 267)

Date: 1975 **Pages:** 4
Price: 55¢ **Reading Level:** II

Source: Science Research Associates

Job duties and work setting described together. Covers hours, working conditions, where employed, personal requirements, training, getting started, getting ahead, earnings, advantages and disadvantages. Future moderately bright. Lists information sources.

13.740 **TITLE:** Waiters' Assistants (Occupational Brief 317)

Date: 1975 **Pages:** 4
Price: 55¢ **Reading Level:** III

Source: Science Research Associates

Setting of job in restaurant business includes description of duties. Covers working conditions, job and training requirements, earnings, future and references.

13.799 **TITLE:** Moving Picture Projectionist (Career Summary S-51)

Date: 1973 **Pages:** 2
Price: 30¢ **Reading Level:** II

Source: Careers, Inc.

Summarizes duties including operating the projector and taking care of the film and projector. Describes working conditions, personal qualifications, training, earnings and hours, poor job outlook, and union membership. Related careers and a further source of information are also given.

14.000 SOCIAL SCIENCES

14.000 **TITLE:** Employment Outlook for Anthropologists, Economists, Geographers, Historians, Political Scientists, Sociologists (Bulletin 1785-101)

Date: 1974 **Reading Level:** III
Price: 30¢ (Payable to the Superintendent of Documents)

Source: Regional Offices of Bureau of Labor Statistics
United States Department of Labor

Reprint from Occupational Outlook Handbook. See Category 21.000 for Description.

14.005 **TITLE:** What Is Anthropology?

Date: 1970 **Pages:** 5
Price: No Charge **Reading Level:** III

Source: American Anthropological Association

Describes scope of field in physical anthropology, archaeology, linguistic anthropology and social anthropology. Discusses advantages of career field to the anthropologist and to the public. Gives educational requirements and list of journals and books.

14.005 **TITLE:** On Becoming an Anthropologist

Author: Walter Goldschmidt
Date: 1970 **Pages:** 11
Price: 25¢ **Reading Level:** III

Source: American Anthropological Association

Designed for persons seriously considering the field. Tells who, what, where, when, how, and why of anthropology. Stresses need for dedication to work and cautions not to expect monetary rewards in proportion to amount of work done.

14.015 **TITLE:** Careers in Geography

Date: 1974 **Pages:** 49
Price: Single Copy Free **Reading Level:** III

Source: Association of American Geographers

Well organized overview of fields of geography. Describes careers in four branches: business, government, planning and teaching. Includes duties, education and training, salaries, places of employment and employment outlook. Lists institutions offering undergraduate and graduate programs, and further sources of information.

Note: See Appendix A for addresses of sources.

14.030 **TITLE:** Psychologist, Clinical

Date: 1972 **Pages:** 1
Price: Single Copy Free **Reading Level:** III

Source: The Philadelphia Center for Health Careers

Briefly summarizes the types of problems handled by the clinical psychologist. Describes duties, personal qualifications, training and educational requirements, certification, employment outlook and prospective employers. Lists institutions in Pennsylvania offering program, and where to apply for financial assistance.

14.030 **TITLE:** Employment Outlook for Psychologists (Bulletin 1785-105)

Date: 1974 **Reading Level:** III
Price: 25¢ (Payable to the Superintendent of Documents)

Source: Regional Offices of Bureau of Labor Statistics
United States Department of Labor

Reprint from Occupational Outlook Handbook. See Category 21.000 for Description.

15.000 TECHNICAL SCIENCES

15.100 **TITLE:** Employment Outlook for Engineers (Bulletin 1785-63)

Date: 1974 **Reading Level:** III
Price: 30¢ (Payable to the Superintendent of Documents)

Source: Regional Offices of Bureau of Labor Statistics
United States Department of Labor

Reprint from Occupational Outlook Handbook. See Category 21.000 for Description.

15.100 **TITLE:** Engineering (C 9)

Date: 1973 **Pages:** 32
Price: $1.25 **Reading Level:** II

Source: Catalyst

Describes engineering concisely, supplying a few examples. Projects women into these careers, and booklet is written from women's viewpoint. Reviews principal specialties, provides salary and educational background information. Shows how women adapt jobs to their needs. Discusses part time work, job-hunting techniques, sources of additional information.

15.100 **TITLE:** Engineering: A Career of Dedication and Responsibility

Date: 1974 **Pages:** 10
Price: Single Copy Free **Reading Level:** III

Source: National Society of Professional Engineers

Very general overview of engineering and its role in society. Deals with common elements of profession with over 100 sub-specialties, including nature of work, education and prior preparation, and sources for additional information.

15.110 **TITLE:** Agricultural Engineer (Career Summary S-63)

Date: 1973 **Pages:** 2
Price: 30¢ **Reading Level:** III

Source: Careers, Inc.

Summarizes duties, personal qualifications, earnings and hours, employment opportunities and outlook, and related careers. Lists institutions offering this program and accredited by the Engineers' Council for Professional Development. Further sources of information are included.

Note: See Appendix A for addresses of sources.

15.115 **TITLE:** Biomedical Engineering

Date: 1975 **Pages:** 6
Price: No Charge **Reading Level:** III

Source: Alliance for Engineering in Medicine and Biology

Describes varied aspects of field, showing applications to health needs, advanced technologies and instruments employed, and great potential of the career. Data on specifics of occupations are lacking, but reference made to sources of further information.

15.199 **TITLE:** Your Career As a Fire Protection Engineer

Date: 1973 **Pages:** 4
Price: Single Copy Free **Reading Level:** III

Source: National Fire Protection Association

Describes National Fire Protection Association and work of the fire protection engineer. Discusses duties of principal areas: application engineering, research and product design, and sales and insurance. Includes scope, rewards, employment outlook, places of employment, education and salary. Additional sources of information are also given.

15.199 **TITLE:** Nuclear Engineers (Occupational Brief #203)

Date: 1974 **Pages:** 4
Price: 55¢ **Reading Level:** III

Source: Science Research Associates, Inc.

Describes the two branches of nuclear engineering: design engineering and on-site engineering. Includes a short background on the use of nuclear energy. Covers employment opportunities, working conditions, exacting personal qualifications, education and training, nuclear technician jobs, beginning jobs, salary levels and employment outlook. Selected references and other sources of information are given.

15.199 **TITLE:** Hospital Engineer

Date: 1972 **Pages:** 2
Price: Single Copy Free **Reading Level:** III

Source: Health Careers Program (of Wisconsin)

Problems and situations with which the hospital engineer must deal are highlighted. Stresses need for knowledge of mechanics, electronics, construction and maintenance, and ability to supervise. Includes personal qualifications, education requirements, availability of training in Wisconsin, financial assistance, and average salaries.

15.200 **TITLE:** Employment Outlook for Technician Occupations: Draftsmen, Engineering and Science Technicians, Food Processing Technicians, Surveyors (Bulletin 1785-68)

Date: 1974 **Reading Level:** III
Price: 30¢ (Payable to the Superintendent of Documents)

Source: Regional Offices of Bureau of Labor Statistics
United States Department of Labor

Reprint from Occupational Outlook Handbook. See Category 21.000 for Description.

15.205 **TITLE:** Broadcast Technician (Career Summary S-95)

Date: 1974 **Pages:** 2
Price: 45¢ **Reading Level:** III

Source: Careers, Inc.

Employed by radio and television stations, technicians record or transmit programs. Describes duties and specialties. Includes working conditions, personal qualifications, training, earnings, hours and licensing requirement. Outlook limited.

15.210 **TITLE:** Drafter (Occupational Brief 22)

Date: 1975 **Pages:** 4
Price: 50¢ **Reading Level:** III

Source: Chronicle Guidance Publications

Work performed described concisely. Specialties within drafting given in some detail. Reviews working conditions, where employed, hours and wages, personal requirements, training, promotional opportunities and optimistic outlook. Related occupations and further readings suggested.

15.210 **TITLE:** Automobile Designer (C 614)

Date: 1973 **Pages:** 4
Price: 50¢ **Reading Level:** III

Source: Vocational Biographies

Development of automobile design from drawing board to corporate approval for production is detailed. Educational training, salary range, and personal requirements included. Work conditions noted, emphasizing teamwork and competitive spirit.

15.210 **TITLE:** Drafting As a Vocation

Date: 1975 **Pages:** 4
Price: No Charge **Reading Level:** III

Source: International Federation of Professional and Technical Engineers, AFL-CIO

Brief overview covers employment outlook, nature of work, advancement, specialization, places of employment, qualifications, and training. A very detailed schedule of training is also given.

15.215 **TITLE:** A Rewarding Technical Career in Instrumentation Awaits You

Date: 1975 **Pages:** 10
Price: 50¢ **Reading Level:** III

Source: Instrument Society of America

Describes jobs not requiring college degrees in engineering: instrument mechanic, instrument foreman, instrument technician, instrument maker. Discusses background and industries involved, educational requirements, types of schools and sources of information.

15.215 **TITLE:** Engineering Technicians (Occupational Brief 282)

Date: 1974 **Pages:** 4
Price: 55¢ **Reading Level:** III

Source: Science Research Associates

Technician's relationship with engineer and scientist illustrated, as is importance of this class of occupations. Gives overview of industrial and research and development settings for technicians and some of the variety of jobs. Discusses certification, training, getting started, advancement, earnings. Outlook favorable.

15.215 **TITLE:** Electronics Technician (Career Summary S-117)

Date: 1974 **Pages:** 2
Price: 30¢ **Reading Level:** III

Source: Careers, Inc.

General discussion of duties and listing of some of the equipment they use. Gives working conditions, personal requirements, education and training, earnings and hours, related careers and sources for further information.

15.215 **TITLE:** Civil Engineering Technician (Career Summary S-62)

Date: 1973 **Pages:** 2
Price: 30¢ **Reading Level:** III

Source: Careers, Inc.

Summarizes technician's exacting duties as aide to civil engineer. Includes working conditions, personal qualifications, earnings and hours, favorable employment outlook, and related careers. Lists schools offering associate degree programs. Includes related careers and further sources of information.

15.215 **TITLE:** The Metallurgical Engineering Technician

Date: 1973 **Pages:** 4
Price: 15¢ **Reading Level:** III

Source: American Society for Metals

Setting, responsibilities and opportunities described. Discusses entry, educational curricula, salaries, professional life. Lists educational institutions throughout country offering programs.

15.299 **TITLE:** Diesel Engine Technician (Occupational Brief 68)

Date: 1974 **Pages:** 4
Price: 50¢ **Reading Level:** III

Source: Chronicle Guidance Publications

Employed in manufacturing, technicians use sophisticated equipment and are part of technical team. Six specialized areas described. Varied working conditions and hours discussed. Earnings, advancement, training requirements and opportunities and related occupations covered. Outlook favorable.

15.299 **TITLE:** Radio and Television Technician (Career Summary S-115)

Date: 1974 **Pages:** 2
Price: 30¢ **Reading Level:** III

Source: Careers, Inc.

Concerned with research and development in manufacture of equipment rather than repair. Duties, working conditions, personal qualifications, education and training are described. Earnings and hours given. Outlook promising.

15.299 **TITLE:** Physical Science Technician (C 48)

Date: 1973 **Pages:** 4
Price: 50¢ **Reading Level:** II

Source Vocational Biographies

Detailed work description given of a physical science technician employed by the Bureau of Mines. Variety of tasks emphasized. Previous educational and work experiences offer insight into qualifications for job. Fringe benefits, salary range and personal characteristics also mentioned.

15.299 **TITLE:** Biomedical Electronics Technician (C 51)

Date: 1973 **Pages:** 4
Price: 50¢ **Reading Level:** III

Source: Vocational Biographies

Describes recent development of electronic diagnostic equipment such as EEG, EKG, and heart monitors as background to technician's work. Electronics and technical training emphasized. Work duties and settings, salary, unions, and benefits given. Additional sources of information included.

15.299 **TITLE:** Machine Tools/Exciting Careers in an Electronic Age

Date: 1971 **Pages:** 6
Price: Single Copy Free **Reading Level:** II

Source: National Machine Tool Builders Association

Role of machine tools, growth and development of industry discussed. Accuracy, imagination, creativity and challenge of field stressed. Work duties described. Mentions briefly qualifications, credentials, history and personal rewards.

16.000 TRANSPORTATION

16.000 **TITLE:** Aim for a Job in the Trucking Industry

Authors: John P. McGill and W. L. Robinson
Date: 1972 **Pages:** 160
Price: $4.80 **Reading Level:** III

Source: Richards Rosen Press, Inc.

Discusses principal divisions of industry: e.g., truck driving, safety, sales and marketing, freight terminal operations, maintenance. One or more chapters describe careers in these areas. Includes training, scope of work, advancement, income and satisfactions. Covers history, getting started, scholarship programs.

16.100 **TITLE:** Employment Outlook for Civil Aviation (Bulletin 1785-138)

Date: 1974 **Reading Level:** III
Price: 35¢ (Payable to the Superintendent of Documents)

Source: Regional Offices of Bureau of Labor Statistics
United States Department of Labor

Reprint from Occupational Outlook Handbook. See Category 21.000 for Description.

16.110 **TITLE:** Airworthy: How to Land a Career as an A & P Mechanic

Date: 1972 **Pages:** 12
Price: Single Copy Free **Reading Level:** I

Source: General Aviation Manufacturers Association

An airframe and powerplant mechanic describes in detail his training, duties and qualifications needed. Personal attributes, importance of job, work settings and conditions included. Subject area breakdown of FAA examinations outlined. Employment outlook, rewards, related occupations, and advancement possibilities also given. Sources of additional information listed.

16.110 **TITLE:** Aircraft Mechanic (Career Brief B-69)

Date: 1973 **Pages:** 8
Price: 45¢ **Reading Level:** III

Source: Careers, Inc.

Duties described in context of Federal Aviation Authority licensing and inspection standards. Sub-specialties defined. Working conditions, personal qualifications, education and training requirements discussed. Training opportunities listed for nearly all states. Outlook and earnings are good. Sections on hours, advancement, where employed, related careers, measuring aptitude.

Note: See Appendix A for addresses of sources.

16.110 **TITLE:** Aircraft Mechanic (Occupational Brief 151)

Date: 1973 **Pages:** 4
Price: 55¢ **Reading Level:** III

Source: Science Research Associates

Licensed mechanic performs variety of duties on the flight line or in shops. Describes more important duties. Gives working conditions, requirements, training, getting started, advancement, earnings, favorable outlook.

16.115 **TITLE:** Airline Dispatcher (Career Brief B-125)

Date: 1975 **Pages:** 8
Price: 45¢ **Reading Level:** III

Source: Careers, Inc.

Describes history of occupation, duties, working conditions, personal qualifications, education and training. Covers outlook, earnings, hours, advancement, where employed and related careers. Sources for further information provided.

16.120 **TITLE:** Airline Flight Attendant Career Guide

Author: Michael A. Schukert
Date: 1973 **Pages:** 48
Price: No Charge **Reading Level:** III

Source: Federal Aviation Administration

Details qualifications required of airline flight attendants for 26 airlines, plus their specific job information. Gives history of occupation, work duties, employment outlook, and basic personal and educational requirements for this field. Lists airline and college training programs.

16.135 **TITLE:** Going Up! How to Land a Career as a Professional Pilot

Date: 1972 **Pages:** 12
Price: Single Copy Free **Reading Level:** I

Source: General Aviation Manufacturers Association

Description of pilot's career in first person vividly depicts many aspects of the work including responsibilities, training, employment outlook and personal rewards.

16.199 **TITLE:** Mr. Aviation: How to Land a Career as a Fixed Base Operator

Date: 1972 **Pages:** 12
Price: Single Copy Free **Reading Level:** II

Source: General Aviation Manufacturers Association

A fixed base operator describes his work — selling, renting, chartering and servicing airplanes; operating a restaurant, gift shop and rental car service. Training, qualifications, education and job entry discussed. Employment outlook and additional sources of information included.

16.199 **TITLE:** Sky-School: How to Land a Career as a Flight Instructor

Date: 1972 **Pages:** 16
Price: Single Copy Free **Reading Level:** II

Source: General Aviation Manufacturers Association

A flight instructor discusses his responsibilities. Data are included on salary, methods of entry, advancement and other sources of information.

16.200 **TITLE:** Employment Outlook for the Trucking Industry (Bulletin 1785-144)

Date: 1974 **Reading Level:** III
Price: 25¢ (Payable to the Superintendent of Documents)

Source: Regional Offices of Bureau of Labor Statistics
United States Department of Labor

Reprint from Occupational Outlook Handbook. See Category 21.000 for Description.

16.200 **TITLE:** Employment Outlook for Driving Occupations (Bulletin 1785-60)

Date: 1974 **Reading Level:** III
Price: 30¢ (Payable to the Superintendent of Documents)

Source: Regional Offices of Bureau of Labor Statistics
United States Department of Labor

Reprint from Occupational Outlook Handbook. See Category 21.000 for Description.

16.225 **TITLE:** Employment Outlook for Parking Attendants (Bulletin 1785-61)

Date: 1974 **Reading Level:** III
Price: 25¢ (Payable to the Superintendent of Documents)

Source: Regional Offices of Bureau of Labor Statistics
United States Department of Labor

Reprint from Occupational Outlook Handbook. See Category 21.000 for Description.

16.225 **TITLE:** Parking Garage Manager (C 615)

Date: 1973 **Pages:** 4
Price: 50¢ **Reading Level:** II

Source: Vocational Biographies

Parking garage manager's duties and work discussed, noting hours and salary. Increase in traffic and related parking problems also presented. Mentions desirable personal characteristics, such as wish to serve people. Benefits and source of additional information included.

16.299 **TITLE:** Truck Dock Foreman (C 625)

Date: 1973 **Pages:** 4
Price: 50¢ **Reading Level:** I

Source: Vocational Biographies

Work description includes duties, unions, salary range, and benefits. Related occupations, training, experience, and personal characteristics mentioned. Additional information sources listed.

16.300 **TITLE:** Particulars Regarding Employment in the U.S. Merchant Marine (MA-FL-92)

Date: 1973 **Pages:** 16
Price: No Charge **Reading Level:** III

Source: Maritime Administration

No specific careers are described but this excellent booklet discusses the maritime schools which offer training for basic maritime careers. Includes employment outlook, particulars regarding the mariner's document, pay and fringe benefits, opportunities for women, location of hiring and training centers, and a list of post-secondary maritime schools.

16.300 **TITLE:** Job Situation in the U.S. Merchant Marine

Date: 1974 **Pages:** 2
Price: No Charge **Reading Level:** III

Source: National Maritime Union of America, AFL-CIO

Basic procedures for securing employment in the Merchant Marine are explained in detail. Also includes a realistic look at the job situation, short time employment, union membership, and maritime schools in the U.S. Discusses maritime trades vocational high school in New York City and training schools operated by licensed and unlicensed seamen's unions.

16.300 **TITLE:** Employment Outlook for the Merchant Marine (Bulletin 1785-140)

Date: 1974 **Reading Level:** III
Price: 30¢ (Payable to the Superintendent of Documents)

Source: Regional Offices of Bureau of Labor Statistics
United States Department of Labor

Reprint from Occupational Outlook Handbook. See Category 21.000 for Description.

16.310 **TITLE:** The Harry Lundeberg School

Date: 1975 **Pages:** 32
Price: No Charge **Reading Level:** II

Source: Seafarers International Union of North America

School is affiliated with Seafarers International Union. Discusses basic programs in seamanship: beginning skills, unlicensed ratings in deck and engine departments, advancement to licensed officer. Attractive brochure shows school life and facilities. Describes training program, employment services and other features.

16.399 **TITLE:** Merchant Ship Oiler (C 420)

Date: 1973 **Pages:** 4
Price: 50¢ **Reading Level:** I

Source: Vocational Biographies

Vocational biography includes a review of merchant ship oiler John Knopf's education and work experience. Detailed job description and benefits given, along with explanation of ship's travel schedule and workers shifts. Personal characteristics and further sources of information included.

20.000 GENERAL COLLECTIONS OF CAREER INFORMATION AND MULTI-OCCUPATION MATERIALS

Books and pamphlets dealing with a major industry frequently describe many occupations that range across the occupational categories used in this survey. Examples of such publications, and others which group currently available career materials under a number of broad classifications, follow:

20.000 **TITLE:** Careers in Graphic Communications

Date: 1974 **Pages:** 15
Price: Single Copy Free **Reading Level:** II

Source: Education Council of the Graphic Arts Industry, Inc.

Attractive recruiting brochure illustrates work situations in graphic communications industry and equipment used. Sketches the field and its many careers in optimistic terms. Names jobs but gives little description or facts. Mentions jobs for "creative people" — writers and artists—and for technologists and technicians, not only for media communicators. Invites inquiries and lists sources for information.

20.000 **TITLE:** Cumulative Career Index: An Annual Compilation with Supplements

Date: 1974 **Pages:** 210
Price: $7.50 **Reading Level:** III

Source: Chronicle Guidance Publications

Reference volume for counselors, listing free and inexpensive career materials. Publications and audio-visual materials significant for vocational and educational counseling are annotated and cross indexed. This Annual also available as part of subscription which supplies 8 supplements each year at total cost of $11.00.

20.000 **TITLE:** NVGA Bibliography of Current Career Information

Date: 1973 **Pages:** 124
Price: $2.00 **Reading Level:** III

Source: American Personnel and Guidance Association

A publication of the National Vocational Guidance Association, this booklet contains annotated references to 2,300 career books and pamphlets, classified by occupational groups, and evaluated according to ease of reading and adherence to NVGA literature standards. Special section reviews and evaluates career films. Published every three years, next edition is due in 1976.

20.000 **TITLE:** Occupations 1

Editor: Caroline Blakely
Date: 1975
Price: $1.60
Pages: 64
Reading Level: I

Source: New Readers Press

Describes 53 occupations grouped in 7 categories: service, service in government, paraprofessional, clerical, hotel and restaurant, driving and skilled manual. Condensed factual data on each occupation taken from Occupational Outlook Handbook, U.S. Department of Labor (1974-75). Details duties, qualifications, working conditions, advancement, outlook, job sources and further information.

20.000 **TITLE:** Occupations 2

Editor: Dennis Schroeder
Date: 1974
Price: $1.60
Pages: 64
Reading Level: I

Source: New Readers Press

Providing information on 53 careers, booklet is divided into seven groups of occupations: semi-skilled, skilled, technical, clerical and sales, paraprofessional, self-employed and supplementary. The Occupational Outlook Handbook (1972-73) was used for basic data. Facts include: duties, qualifications, working conditions, advancement, outlook and sources of further information.

20.000 **TITLE:** Paraprofessions

Author: Sarah Splaver
Date: 1972
Price: $4.79
Pages: 190
Reading Level: III

Source: Julian Messner

Emerging and already existing careers as assistants to professionals are treated as a class of occupations. Book organizes discussion according to professions and offers brief accounts of paraprofessional careers in: architecture and urban planning; education; technology and science; law; library science; medicine; human services; and others. Numerous sources of information are included.

20.000 **TITLE:** Your Future in Exotic Occupations

Authors: Dora R. Evers and S. Norman Feingold
Date: 1972 **Pages:** 203
Price: $4.80 **Reading Level:** III

Source: Richards Rosen Press, Inc.

Suggests unusual occupations which require individual initiative rather than formal preparation. Independence, creativity, self-expression are emphasized. Among occupations sampled are: beekeeper, sandhog, taxidermist, auctioneer, diver, music therapist and others. Potentially useful for adults in mid-career and young adults with special interests.

20.000 **TITLE:** Your Future in Food Technology Careers

Author: Gale R. Ammerman
Date: 1975 **Pages:** 112
Price: $4.80 **Reading Level:** III

Source: Richards Rosen Press, Inc.

Book provides broad view of food technology. Defines scope of field. Discusses compensation and education required for various careers and levels within the field. Reviews the careers of prominent food technologists.

20.000 **TITLE:** The U.S. Army Career and Education Guide

Date: 1975 **Pages:** 375
Price: No Charge **Reading Level:** III

Source: U.S. Army Recruiting Command

Army recruiting package provides very complete description of Army career structure. Army careers have been classified according to the Worker Trait Group Structure of the Dictionary of Occupational Titles. There is direct comparability of Army careers with civilian careers in 90 of the 114 Worker Trait Groups used by U.S. Dept. of Labor. Each group description gives work performed, worker requirements, training and methods of entry, personal requirements (aptitudes, interests, temperaments), physical demands, requirements to deal with data-people-things, and other sources of information. Also contains extensive sections on attractiveness of Army as life-long career or source of training for civilian careers, recruiting information, other features of Army careers. Attractive, loose-leaf book. Encourages women and minority groups. Accompanied by parallel Counselor Edition and Audio-Visual Supplement.

20.000 **TITLE:** Facilitating Career Development for Girls and Women

Date: 1975 **Pages:** 112
Price: $2.95 **Reading Level:** III

Source: American Personnel and Guidance Association

A monograph of the National Vocational Guidance Association, this is a selection from papers presented at an NVGA workshop. The program was held in 1973 in North Carolina, jointly sponsored by NVGA, the North Carolina Department of Public Instruction, and the North Carolina Commission on the Education and Employment of Women.

20.000 **TITLE:** Career Guidance Practices for Disadvantaged Youth

Authors: Juliet Miller and George E. Leonard
Date: 1974 **Pages:** 70
Price: $2.50 **Reading Level:** III

Source: American Personnel and Guidance Association

A monograph of the National Vocational Guidance Association, this booklet is directed at guidance counselors. It discusses approaches found helpful in programs of career development for the disadvantaged. Lists materials for use with disadvantaged youth.

20.000 **TITLE:** Adult Career Education Counseling and Guidance Literature Resource

Date: 1974 **Pages:** 890
Price: $22.00 **Reading Level:** III

Source: Commercial Educational Distributing Services

This is a product of the Adult Career Education Counseling Project of the Northwest Regional Educational Laboratory. Research studies, educational materials and documents from many sources are abstracted and referenced. A coding system permits access to materials by subject and cross-reference. Major sections are: adult counseling and guidance, adult education, career education, competencies, training.

20.000 **TITLE:** Supplemental Literature Resource for Adult Career Education Counseling and Guidance

Date: 1975 **Pages:** 148
Price: $8.50 **Reading Level:** III

Source: Commercial Educational Distributing Services

This supplement to the publication referenced above, also issued by the Northwest Regional Educational Laboratory, adds doctoral dissertation literature to the collection of resources issued in 1974. All other features are identical.

20.000 **TITLE:** SAGE (Skills for Adult Guidance Educators)

Date: 1975
Price: $61.00 per set

Source: Commercial Educational Distributing Services

Twelve modules developed by the Northwest Regional Educational Laboratory which are designed for graduate students who will become adult guidance educators. Material is also provided to adapt modules to local, ongoing adult education programs. Package includes SAGE handbook and answer key.

20.000 **TITLE:** The "Job Finder" — It Pays to Advertise

Authors: S. Norman Feingold and Fae E. Hoffman
Date: 1975 **Pages:** 40
Price: $3.70 **Reading Level:** III

Source: Bellman Publishing Company

This book illustrates an effective, inexpensive method of job hunting. 519 journals and magazines containing position available advertisements are listed with addresses. Each listing is categorized into one or more of 71 industry/occupation classifications. Answering help wanted ads, writing resumes and job letters, completing application forms and writing situation wanted ads are covered. Use of classified ads as a means of active career education and occupational exploration is detailed.

The following journals are either entirely or in major degree devoted to summarizing and analyzing career and guidance materials:

American Vocational Journal. American Vocational Association, Inc. 9 issues per year. Free (members); $8.00 per year (non-members).

Counselor's Information Service. B'nai B'rith Career and Counseling Services. Quarterly. $9.00 per year.

Guidepost, The. American Personnel and Guidance Association. 18 issues. $10.00 per year.

Impact. Produced by ERIC Counseling and Personnel Services Information Center. Available from: University of Michigan. 6 issues. $9.00 per year; $1.75 single issue.

Inform. American Personnel and Guidance Association. 10 issues. Accompanied by Career Resource Bibliography. $15.00 per year (APGA members); $25 per year (non-members).

Journal of College Placement. College Placement Council, Inc. Quarterly. Part of more inclusive information service to institutions. $25.00 per year (institutional members); $35.00 per year (non-members).

Journal of National Association for Women Deans, Administrators and Counselors. National Association for Women Deans, Administrators and Counselors. Quarterly. $7.50 per year.

Journal of Non-White Concerns in Personnel and Guidance. Association of Non-White Concerns in Personnel and Guidance. Available from: American Personnel and Guidance Association. Quarterly. $10.00 per year.

Journal of Rehabilitation. National Rehabilitation Association. 6 issues. $5.00 per year.

Lovejoy's Guidance Digest. Lovejoy's College Guide. 10 issues. $15.00 per year.

Manpower. Official journal of Manpower Administration, U.S. Department of Labor. Available from: Superintendent of Documents, U.S. Government Printing Office. Monthly. $15.30 per year; $1.30 single issue.

Occupational Outlook Quarterly. U.S. Department of Labor. Available from: Superintendent of Documents, U.S. Government Printing Office. Quarterly. $4.30 per year.

Performance. President's Committee on Employment of the Handicapped. Monthly. Free.

Personnel Journal. The Personnel Journal, Inc. 12 issues. $12.00 per year.

Rehabilitation Counseling Bulletin. American Rehabilitation Counseling Association. Available from: American Personnel and Guidance Association. Quarterly. $7.00 per year.

Vocational Guidance Quarterly, The. National Vocational Guidance Association. Available from: American Personnel and Guidance Association. Quarterly. Free (NVGA members); $10.00 per year (non-members).

21.000 PUBLICATIONS OF BUREAU OF LABOR STATISTICS

21.000 **TITLE:** Occupational Outlook Handbook

Date: 1974 **Reading Level:** III

Price: $6.85 (Payable to the Superintendent of Documents)

Source: Regional Offices of Bureau of Labor Statistics
United States Department of Labor

This large volume is issued every two years. It is an authoritative work on occupations, compiled through government resources. The 1974-75 edition examines over 30 major industries and provides descriptive information about 850 occupations and their job prospects.

Reprints of 3 to 8 pages for a specific occupation or a few related occupations are available for a small fee. They are called Employment Outlook for (name of occupation). Some reprints cover major industries, each describing the industry as a whole and its outlook followed by the customary descriptions of the distinctive occupations in that industry. The industry reprints, including descriptions of their occupations, are usually 8 to 14 pages long. Most of the 152 reprints from the 1974-75 edition have been listed in the preceding pages of Resources under the appropriate occupational categories.

Every occupational description covers these elements: nature of the work; job prospects to 1985; personal qualifications and training required; working conditions and pay; chances for advancement; where job openings are located.

Reprints, as well as the Occupational Outlook Handbook and the additional publications listed below, should be ordered from the Regional Offices of the Bureau of Labor Statistics. Checks or money orders, however, must be made payable to the Superintendent of Documents. A list of all reprints can be obtained at no cost from the regional offices. Ask for:

Need Information About a Career?

In addition, the reprint titles have been selectively grouped to list occupations with special characteristics. These can also be obtained from the regional offices at no charge:

- Jobs for Which Apprenticeships Are Available
- Jobs for Which a High School Education Is Preferred, but not Essential
- Jobs for Which a High School Education Is Generally Required
- Jobs for which Junior College, Technical Institute, or Other Specialized Training Is Usually Required
- Jobs for Which a College Education Is Usually Required
- Ecology and Your Career
- English and Your Career
- Foreign Languages and Your Career
- Liberal Arts and Your Career
- Math and Your Career
- Science and Your Career
- Social Science and Your Career
- The Outdoors and Your Career
- Your Job as a Repairman or Mechanic
- Thinking of a Clerical Job?

Addresses of the Regional Offices of the Bureau of Labor Statistics are listed in Appendix A.

AUDIO-VISUAL MEDIA

AUDIO-VISUAL MEDIA

The large and increasing number of career-oriented audio-visual materials is represented here by a small sampling of films and filmstrips with either cassettes or records. Agencies and organizations that distribute such materials usually supply order forms with necessary information on purchase and delivery, and particularly about requirements for rental. Distributors' catalogues show alternate forms in which materials are available. They offer options such as different film sizes, compatibility with projection equipment, choice of audio media with filmstrips — and show varying prices for each option.

The sampling given here has been limited by cost and time factors involved in locating, viewing and critiquing materials. A wide range of sources exist: commercial film distributors, specialized educational media developers, trade associations, government agencies, film libraries at universities or other centers and private industry. The relatively few sources used in this Survey were chosen to illustrate content and formats. The reader is invited to seek additional references from the libraries or catalogues of convenient media resource centers.

Many of the media materials, especially films, do not lend themselves to classification under the occupational categories used in this Survey. Such films are usually organized around a career theme and illustrate diverse occupations or careers. In other instances their purpose may be primarily career motivation. Therefore, a high proportion of the entries are classified as general career or multi-occupation materials (Category 20.000), or, if limited at all, are placed in one of the broad category areas such as Construction (03.000), Other Service Careers (13.700), etc. Several nevertheless are specific to a single occupation. Because of the small number of materials classified under any category, the listing below is continuous and not separated by headings. Each entry is nevertheless coded according to the classification system explained in the Introduction.

01.010 **TITLE:** Careers: Communications

Media: 16 mm Color Film (Order No. 91540)
Super 8 Color Film (Order No. 61545)

Date: 1970 **Length:** 13 minutes

Price: Sale - $150.50 (16 mm)
- $105.50 (Super 8)
Rental - $ 15.00 (16 mm)

Source: Doubleday Multimedia

Interviews persons holding jobs in three of the many fields of communications: a printing salesman, an advertising executive and a commercial photographer. Each person gives a very short summary of job duties and training. Stresses need for specialization to enter field but notes variety of jobs and advancement possible once person is in. User's guide includes basic career goal summaries and some specific information on field such as background, employment opportunities, earnings, synopsis, and a bibliography.

02.200 **TITLE:** Is a Career in Radio or Television for You?

Media: 16 mm Color Film
Super 8 Color Film
Video - Cassette
Filmstrip - Cassette or Record

Date: 1973 **Length:** 15 minutes

Price: Sale - $220.00 (16 mm and Super 8)
- $ 22.50 (Filmstrip and either Record or Cassette)
Rental - $ 50.00 (16 mm and Super 8)
For video-cassette, consult distributor.

Source: Counselor Films, Inc.

By showing the duties of people employed in this field and then their finished products, this film ably depicts the world of radio and television. Discusses the four main career areas: engineering, sales, business, and programming. Describes the many occupations in each area, and the necessary background, education, and training for each. Stresses entry level jobs, in-house promotions, and stiff competition for positions. User's guide includes short summary and questions for discussion.

02.210 **TITLE:** Careers in Broadcast News

Media: 16 mm Color Film

Date: 1969 **Length:** 10 minutes

Price: Sale - $120.00
Rental - $ 10.00 (3 days), $20.00 (8 days)

Source: National Television News (purchase)
Modern Film Rentals (rental)

Illustrates work of the news gathering and presentation teams, at the scene of a news event and in the studio. Shows reporters, cameramen, technicians, film editors, news analysts in action as news is reported. Discusses duties, qualifications, education and training, salary and employment outlook. Personal rewards inherent in these careers are demonstrated. User's guide included.

03.000 **TITLE:** Careers: Construction

Media: 16 mm Color Film (Order No. 91580)
Super 8 Color Film (Order No. 61585)
Date: 1970 **Length:** 9 minutes
Price: Sale - $150.50 (16 mm)
$105.50 (Super 8)
Rental - $ 15.00 (16 mm)

Source: Doubleday Multimedia

Shows duties of a range of jobs in construction. Offers general information about field—effects of "tight" money, irregularity of work, union membership, apprenticeships, growth of prefabrication and consequent dislocation of work to factories. User's guide contains information on choosing a career and on employment opportunities, earnings, advancement and related references.

05.245 **TITLE:** The Commercial Photographer (Code 633702-2)

Media: 16 mm Color Film
Date: 1969 **Length:** 10 minutes
Price: Sale - $155.00
Rental - $ 10.00

Source: Contemporary/McGraw-Hill Films

Presents photographer's career and shows interaction with other professions: lens salesman, film developer, commercial photo magazine staff, as well as customers. Experience and background described. User's guide included. Should be supplemented with current information on income and employment outlook.

05.299 **TITLE:** Just Like a Jewel

Media: 16 mm Color Film
Super 8 Color Film
Date: 1970 **Length:** 10 minutes
Price: Sale - $140.00 (16 mm)
Rental - $ 10.00 (16 mm)
For Super 8 consult distributor.

Source: S-L Film Productions

Shows two famous artists as they create several ceramic pieces. Their comments while working offer insights into the creative process and details of pottery making and design. Personal satisfactions of artists clearly demonstrated.

06.000 **TITLE:** Careers: Health Services

Media: 16 mm Color Film (Order No. 91610)
Super 8 Color Film (Order No. 61615)
Date: 1970 **Length:** 11 minutes
Price: Sale - $150.50 (16 mm)
$105.50 (Super 8)
Rental - $ 15.00 (16 mm)

Source: Doubleday Multimedia

Surveys three health service positions: laboratory technician, heart-lung bypass machine operator and occupational therapist. Describes job duties and emotional-physical demands through dramatizations of medical-related situations. User's guide includes specific career information.

06.000 **TITLE:** Ophthalmic Careers II — Ophthalmology (Order No. 138-0002)

Media: 16 MM Color Film
Date: 1969 **Length:** 17 minutes
Price: Sale - $240.00
Rental - $ 20.00

Source: Films Incorporated

Second half of two-part series, film summarizes careers of the ophthalmologist, optician, ophthalmic dispenser and artificial eye technician. Includes education, training, certification and licensing, history, definition, duties, and personal qualifications. Depicts what an office visit to any of these four persons would be like.

06.200 **TITLE:** Code Blue

Media: 16 mm Color Film
Date: 1970 **Length:** 27 minutes
Price: Loan — Free

Source: Modern Talking Picture Service

Designed for use with black adolescents or young adults. Describes need for highly trained black doctors to treat blacks and other minority groups, giving total care and follow-up. Discusses duties, employment outlook, working conditions, education and training of physicians and other allied health workers. Interviews medical students and shows professionals at work.

07.300 **TITLE:** Jobs in Printing

Media: Filmstrips - Cassettes (Order No. M-228)
Filmstrips - Records (Order No. S-228)
(Set of 8 or Individual Items)

Date: 1972 **Length:** 6 minutes each

Price: Sale - with Cassettes: Set of 8 - $90.00
Individual - $15.50 each
with Records: Set of 8 - $67.00
Individual - $13.00 each

Source: Coronet Instructional Media

Each filmstrip describes a job in printing: Layout and Graphic Design; Typesetter; Lithographic Cameraman; Photoengraver; Offset Pressman; Letterpress Operator; Bookbinding; Assistant Production Manager. Workers on the job explain and demonstrate duties. Education requirements and apprenticeship programs mentioned. Includes correlated handbook for motivation and information.

08.000 **TITLE:** The Great Sea Farm

Media: 16 mm Color Film

Date: 1971 **Length:** 25 minutes

Price: Sale - $300.00

Source: Motorola Teleprograms, Inc.

Mariculture, the science of farming in and for the sea, is shown as an exciting and growing industry. Shrimp raising, trout farming, sea turtle raising, cultivation of vegetation are all shown in some detail both as direct food sources and for replenishment of ocean resources. Recreational aspects mentioned. Not specific on career information. Useful as motivational film in displaying a setting and persons working productively.

08.000 **TITLE:** Careers: Agri-business

Media: 16 mm Color Film (Order No. 91560)
Super 8 Color Film (Order No. 61565)

Date: 1970 **Length:** 12 minutes

Price: Sale - $150.50 (16 mm)
$105.50 (Super 8)
Rental - $ 15.00 (16 mm)

Source: Doubleday Multimedia

Shows variety of career opportunities in agri-business, including farmer, plant manager, food technician, marketing manager and salesman. Career outlook is optimistic. Salaries discussed realistically. Shows opportunities for minorities. User's guide includes specific information on field.

10.000 **TITLE:** Careers: Clerical

Media: 16 mm Color Film (Order No. 91620)
Super 8 Color Film (Order No. 61625)
Date: 1970 **Length:** 9 minutes
Price: Sale - $150.50 (16 mm)
$105.50 (Super 8)
Rental - $ 15.00 (16 mm)

Source: Doubleday Multimedia

Film follows the path of a girl, unprepared for work, from high school graduation through office training course to her first job as a keypuncher. Along the way the girl stresses the advantage of taking business courses in high school. She is seen being interviewed and using resources of State Dept. of Employment. Portrays declining job market, difficulty in getting first job, and the exacting but repetitious duties of the keypuncher. User's guide included.

10.200 **TITLE:** Career Awareness: Computer Industry (Code No. 9336)

Media: 16 mm Color Film
Date: 1973 **Length:** 11 minutes
Price: Sale - $180.00
Rental - $ 15.00

Source: AIMS

Using theme "problems can be solved if they are adequately stated," film shows several functions of computer in society. States briefly the duties of computer-related occupations and training required. Includes with purchase teacher's guide and 30 student workbooks to help explore the field.

10.200 **TITLE:** Careers in Computers

Media: Filmstrip - Cassettes (Order No. 704C)
Filmstrip - Records (Order No. 704)
Date: 1973 **Length:** 25 minutes
Price: Sale - with Cassettes - $46.00
with Records - $42.00

Source: Pathescope Educational Films, Inc.

Two-part filmstrip set provides overview of electronic data processing — its rapid rise, its many applications, its occupations and its future. Jobs created by this field are displayed and discussed. They include a range for those with and without college degrees: systems analysts, programmers, field engineers, computer operators, maintenance technicians, keypunch operators, verifiers, documents librarians, tape librarians. Interviews with members of each occupation discuss personal satisfactions and also show duties, educational prerequisites, training offered. Emphasizes entry level positions. Offers clear explanation of complex field. Teacher's guide included.

10.305 **TITLE:** Bookkeeping and Accounting: How Do You Figure In? (Code No. 3424)

Media: 16 mm Color Film
16 mm Black & White
Date: 1974 **Length:** 10 minutes
Price: Sale - Color: $146.00
Black & White: $ 73.00

Source: Coronet Films

Interviews with bookkeeping and accounting personnel portray the range of responsibilities and work settings in these career fields. Describes personal attributes desirable for accountant. Discusses starting at bottom with routine jobs and prospect of increased responsibilities with experience, additional education and on-the-job training.

11.000 **TITLE:** Careers: Mechanical

Media: 16 mm Color Film (Order No. 91600)
Super 8 Color Film (Order No. 61605)
Date: 1970 **Length:** 12 minutes
Price: Sale - $150.50 (16 mm)
$105.50 (Super 8)
Rental - $ 15.00 (16 mm)

Source: Doubleday Multimedia

Mechanics interviewed while performing duties agree that their work is part hobby, part job. Training is way to better pay. Job requires continuous training and reading of technical material. User's guide has information on employment opportunities, training available, advancement, earnings, tools and union membership.

12.000 **TITLE:** Is a Sales Career for You?

Media: 16 mm Color Film
Super 8 Color Film
Video-Cassette
Filmstrip - Cassette or Record
Date: 1973 **Length:** 15 minutes
Price: Sale - $220.00 (16 mm and Super 8)
- $ 22.50 (Filmstrip and either Record or Cassette)
Rental - $ 50.00 (16 mm and Super 8)
For video-cassette, consult distributor.

Source: Counselor Films, Inc.

Illustrates many types of sales careers that are open to high school graduates and to college graduates. Discusses personal qualifications, how to predict success in this career, continual need for improvement, education with specific courses, employment outlook, working conditions, benefits, and sources of additional information. Film is narrated, no dialogue. Teacher's guide provides summary and basis for discussion.

12.000 **TITLE:** Careers: Sales

Media: 16 mm Color Film (Order No. 91510)
Super 8 Color Film (Order No. 61515)
Date: 1970 **Length:** 11 minutes
Price: Sale - $150.50 (16 mm)
- $105.50 (Super 8)
Rental - $ 15.00 (16 mm)

Source: Doubleday Multimedia

Follows the activities of persons employed in a variety of sales careers. Rather than requiring specialized education, training comes from on-the-job experience. Emphasizes ability to work part-time and possible need to work odd hours. Personal qualifications include forcefulness and self-motivation. User's guide included.

12.000 **TITLE:** Is a Career in Finance, Insurance or Real Estate for You?

Media: 16 mm Color Film
Super 8 Color Film
Video-Cassette
Filmstrip-Cassette or Record
Date: 1973 **Length:** 16 minutes
Price: Sale - $220.00 (16 mm and Super 8)
- $ 22.50 (Filmstrip and either Record or Cassette)
Rental - $ 50.00 (16 mm and Super 8)
For video-cassette, consult distributor

Source: Counselor Films, Inc.

Surveys occupations in the three areas and extracts similarities. Half of people work on computational and statistical tasks, remainder deal with people. Includes information on education and on-the-job training, registration, advancement, compensation, job outlook. Emphasizes need for careful planning for future. Teacher's guide contains summary and discussion questions.

13.200 **TITLE:** Career Awareness: Law Enforcement (Code No. 9334)

Media: 16 mm Color Film
Date: 1973 **Length:** 11 minutes
Price: Sale - $180.00
Rental - $ 15.00

Source: AIMS

Discusses variety of careers in law enforcement. Takes viewpoint of people working with people. Information given on training, income, employment opportunities. Teacher's guide and 30 student workbooks included with purchase.

13.300 **TITLE:** Careers: Government Services

Media: 16 mm Color Film (Order No. 91570)
Super 8 Color Film (Order No. 61575)

Date: 1969 **Length:** 9 minutes

Price: Sale - $150.50 (16 mm)
- $105.50 (Super 8)
Rental - $ 15.00 (16 mm)

Source: Doubleday Multimedia

Explores two government occupations: community service worker and administrator in a fire company. Discusses in general process of entry into government. User's guide included.

13.700 **TITLE:** Careers: General Services

Media: 16 mm Color Film (Order No. 91520)
Super 8 Color Film (Order No. 61525)

Date: 1970 **Length:** 9 minutes

Price: Sale - $150.50 (16 mm)
- $105.50 (Super 8)
Rental - $ 15.00 (16 mm)

Source: Doubleday Multimedia

Depicts five service occupations: bus stewardess, beautician, cook, hotel housekeeper and room clerk. Careers require less than college training. Gives information on salaries, job entrance and advancement possibilities. User's guide includes specific job information.

13.700 **TITLE:** Career Awareness: Personal Services (Code No. 9341)

Media: 16 mm Color Film

Date: 1974 **Length:** 11 minutes

Price: Sale - $180.00
Rental - $ 15.00

Source: AIMS

Gives overview of about 20 personal service occupations, such as: pet shop worker, bridal consultant, florist shop worker, telephone answering service operator. Theme emphasizes that these jobs perform services for other people. Stresses occupations requiring on-the-job training, although a few careers requiring college training are required. Teacher's guide and 30 student workbooks included with purchase.

13,700 **TITLE:** Career Awareness: Hospitality Industry (Code No. 9339)

Media: 16 mm Color Film
Date: 1973 **Length:** 11 minutes
Price: Sale - $180.00
Rental - $ 15.00

Source: AIMS

Gives broad overview of people who help other people to travel and enjoy personal leisure. Employs viewpoint of a couple traveling. Teacher's guide and 30 student workbooks included with purchase.

13,700 **TITLE:** Is a Career in the Hotel or Motel Business for You?

Media: 16 mm Color Film
Super 8 Color Film
Video - Cassette
Filmstrip - Cassette or Record
Date: 1973 **Length:** 14 minutes
Price: Sale - $220.00 (16 mm and Super 8)
- $ 22.50 (Filmstrip and either Record or Cassette)
Rental - $ 50.00 (16 mm and Super 8)
For video-cassette, consult distributor.

Source: Counselor Films, Inc.

Examines duties of those employed in the four major occupational categories — guest services, front office, management and housekeeping. Includes hours, fringe benefits, salary, education and on-the-job training, and in-house promotions. Stresses ability to work almost anywhere in country. User's guide includes short summary and questions for discussion.

13,730 **TITLE:** School Lunchroom Workers (Order No. 160-0004)

Media: 16 mm Color Film
Date: 1972 **Length:** 14 minutes
Price: Sale - $205.00
Rental - $ 20.00

Source: Films Incorporated

Shows daily routine of school lunchroom worker. Conveys feeling of responsibility for the children, need to be well organized, adherence to health code and other personal requirements. Also discusses getting the job, working conditions, variety of duties, training and employment opportunities.

15.000 **TITLE:** Is a Career in Electronics Manufacturing for You?

Media: 16 mm Color Film
Super 8 Color Film
Video - Cassette
Filmstrip - Cassette or Record

Date: 1973 **Length:** 16 minutes

Price: Sale - $220.00 (16 mm and Super 8)
- $ 22.50 (Filmstrip and either Record or Cassette)
Rental - $ 50.00 (16 mm and Super 8)
For video-cassette, consult distributor.

Source: Counselor Films, Inc.

Film describes the products and production techniques of the industry, then examines career clusters and specific jobs in electronics manufacturing. Covers working conditions, education and training, promotion, salary, personal qualifications, growth of field, and where manufacturing firms are located. Explanations are given too fast and terms are not always adequately explained. User's guide includes film summary, teacher and student activities, and further sources of information.

15.200 **TITLE:** Is a Career as a Technician for You?

Media: 16 mm Color Film
Super 8 Color Film
Video-Cassette
Filmstrip - Cassette or Record

Date: 1972 **Length:** 15 minutes

Price: Sale - $220.00 (16 mm and Super 8)
- $ 22.50 (Filmstrip and either Record or Cassette)
Rental - $ 50.00 (16 mm and Super 8)
For video-cassette, consult distributor.

Source: Counselor Films, Inc.

Technicians in a wide range of occupational settings are shown. Central role of technicians as operational aides to professionals is discussed, using examples from industry, commerce, science, agriculture and government. Importance of technology illustrated. Stresses need for basic skills and constructive attitudes. Teachers guide includes short summary and discussion questions.

16.100 **TITLE:** Career Awareness: Air Transportation (Code No. 9335)

Media: 16 mm Color Film

Date: 1973 **Length:** 11 minutes

Price: Sale - $180.00
Rental - $ 15.00

Source: AIMS

Illustrates wide variety of jobs which make flight possible. Notes need for continuing education and training, in addition to technical training required for entry. Includes with purchase teacher's guide and 30 student workbooks.

20.000 **TITLE:** Other Women, Other Work

Media: 16 mm Color Film
Date: 1973 **Length:** 20 minutes
Price: Sale - $250.00
Rental - $ 21.00

Source: Churchill Films

Women shown in variety of occupations usually regarded as men's roles: truck driver, airplane pilot, roofer, veterinarian, carpenter, journalist. Their reactions to working in "men's" occupations are given. Message is to do what is satisfying to the individual.

20.000 **TITLE:** Women in Careers

Media: 16 mm Color Film (Order No. 91640)
Super 8 Color Film (Order No. 61645)
Date: 1973 **Length:** 15 minutes
Price: Sale - $210.50 (16 mm)
- $150.50 (Super 8)
Rental - $21.00 (16 mm)

Source: Doubleday Multimedia

Shows women in four professional careers: floral designer, assistant social worker, college physical education instructor and city council member. Aimed at those planning college. Emphasis on self development as a woman and individual. User's guide included.

20.000 **TITLE:** Jobs for Men: Where Am I Going? (Code 657252-8)

Media: 16 mm Color Film
Date: 1973 **Length:** 11 minutes
Price: Sale - $165.00
Rental - $ 10.00

Source: Contemporary/McGraw-Hill Films

Career guidance film for the non-college bound or the high school dropout. Stimulates self-examination and how to begin exploring one's interests. Follows young black man working as a pot washer, through career counseling and examination of varied job areas, into enrollment as electrician trainee. User's guide included.

20.000 **TITLE:** Decisions, Decisions

Media: 16 mm Color Film
Date: 1973 **Length:** 25 minutes
Price: Sale - $310.00
Rental - $ 25.00

Source: Churchill Films

Discusses five post-secondary types of career training: private technical schools, correspondence schools, armed forces career training, adult education and community colleges. Gives advantages and disadvantages of each and illustrates types of occupations made available through each channel.

20.000 **TITLE:** Careers and Attitudes

Media: 16 mm Color Film
Date: 1973 **Length:** 15 minutes
Price: Sale - $235.00
Rental - $ 25.00

Source: Oxford Films

While not specific to any career, this film can provide students with insight into the working world. Story line follows a telephone repairman who shows his younger brother how people interact on the job. Theme makes point that one's attitude toward the job and quality of effort determines how one is judged by other people. This, in turn, is a key component of success on the job.

20.000 **TITLE:** Making It in the World of Work

Media: 16 mm Color Film
Date: 1972 **Length:** 26 minutes
Price: Sale - $325.00
Rental - $ 30.00

Source: FilmFair Communications

Descriptions of work by nine recent graduates in these occupations: letter carrier, department store copy writer, meter reader, jewelry designer, telephone operator, maintenance and repair mechanic, junior executive, store owner, school teacher. Each relates why he/she chose job and how it fits his lifestyle. Film emphasizes choice of a career one will enjoy, the importance of self-fulfillment and how career choice affects that.

20.000 **TITLE:** Livelyhoods: Careers for Your Lifestyle (Code No. 9-60150)

Media: Filmstrips-Cassettes (Set of 16)
Date: 1974 **Length:** 6-8 minutes each
Price: Sale - $150.00 per set

Source: Houghton Mifflin

Overview of occupational structure, intended for high schoolers but adaptable to adults. Fifteen units describe type of work associated with the 15 career clusters defined by U.S. Office of Education. Each unit interviews workers in six occupations within one of these clusters: Agribusiness and Natural Resources; Business and Office; Communication and Media; Construction; Consumer and Homemaking; Environment; Fine Arts and Humanities; Health; Hospitality and Recreation; Manufacturing; Marine Science; Marketing and Distribution; Personal Services; Public Service; Transportation. An introductory unit explains organization of the series and provides background. User's guide explains concept of occupational clusters and how to use and obtain occupational information, offers suggestions for using livelyhoods program and counseling students. Includes bibliography.

20.000 **TITLE:** Careers in the Fashion Industry

Media: Filmstrip - Cassette (Set of 8)
Date: 1973 **Length:** 9 minutes
Price: $128.00 per set

Source: Butterick Fashion Marketing Co.

Series of eight filmstrips and cassettes depicting various careers in the fashion industry. Illustrates two pathways to advancement: starting with beginning jobs and working one's way up, or entering with a college degree and starting nearer the top with greater career possibilities. Also includes duties, working conditions, employment opportunities, and personal qualifications. Teacher's guide includes information on duties, sources of additional information, and job definitions for each filmstrip.

20.000 **TITLE:** Careers: Leisure Industries

Media: 16 mm Color Film (Order No. 91590)
Super 8 Color Film (Order No. 61595)
Date: 1970 **Length:** 9 minutes
Price: Sale - $150.50 (16 mm)
- $105.50 (Super 8)
Rental - $ 15.00 (16 mm)

Source: Doubleday Multimedia

Portrays duties of several careers in the leisure industry. Work could be seasonal and suggests possible need for supplemental income. Demonstrates that leisure industry has become big business. User's guide includes general summary on career choices and specific information on employment opportunities, training, advancement, and earnings. Also gives related references.

20.000 **TITLE:** Careers: Technicians

Media: 16 mm Color Film (Order No. 91530)
Super 8 Color Film (Order No. 61535)

Date: 1970 **Length:** 12 minutes

Price: Sale - $150.50 (16 mm)
- $105.50 (Super 8)
Rental - $ 15.00 (16 mm)

Source: Doubleday Multimedia

Describes three technical careers: computer serviceman, draftsman and X-ray technician. Good sex-ethnic mix shown as well as description of job duties and intrinsic rewards. User's guide included.

20.000 **TITLE:** Cosmetic Industry Careers (Order No. 138-0008)

Media: 16 mm Color Film

Date: 1970 **Length:** 17 minutes

Price: Sale - $250.00
Rental - $ 20.00

Source: Films Incorporated

The range of occupations in this industry is explored. Shows cosmeticians at work, combining artistic skill with scientific techniques. Marketing researchers, salesmen, factory workers, advertising personnel, research chemists are also shown. Job duties and working conditions adequately illustrated. For cosmetician—educational requirements, licensing and personal qualifications are discussed.

20.000 **TITLE:** Is a Career in Government for You?

Media: 16 mm Color Film
Super 8 Color Film
Video-Cassette
Filmstrip - Cassette or Record

Date: 1973 **Length:** 15 minutes

Price: Sale - $220.00 (16 mm and Super 8)
- $ 22.50 (Filmstrip and either Record or Cassette)
Rental - $ 50.00 (16 mm and Super 8)
For video-cassette, consult distributor.

Source: Counselor Films, Inc.

Explores the multitude of careers available in federal, state and local government service. Gives most specific information on careers identified exclusively with government — education, defense, and postal service. For other occupations common to government and the private sector compares salary, fringe benefits, and in-service and off-duty training, which in some cases is paid by government. Also discusses qualifications and methods of job entry. User's guide includes short summary and questions for discussion.

20.000 **TITLE:** Is a Career in the Professions for You?

Media: 16 mm Color Film
Super 8 Color Film
Video-Cassette
Filmstrip - Cassette or Record

Date: 1973 **Length:** 16 minutes

Price: Sale - $220.00 (16 mm and Super 8)
- $ 22.50 (Filmstrip and either Record or Cassette)
Rental - $ 50.00 (16 mm and Super 8)
For video-cassette, consult distributor.

Source: Counselor Films, Inc.

Film gives basic information on most professional career clusters without going into specifics on any one of them. Aimed at persons still in high school. Include: employment outlook and salaries. Four of the ten professionals depicted are women. Emphasizes that the professional needs not only a very thorough understanding of his or her specialty but also great dedication and self-discipline to survive the long training period.

20.000 **TITLE:** Jobs in the Baking Industry

Media: 16 mm Color Film

Date: 1970 **Length:** 7 minutes

Price: Sale - $110.00

Source: Sterling Educational Films

Bakers and pastry chefs are central to the industry, but the driver-salesman and store manager are also key people. Duties and responsibilities of these positions are illustrated. Scenes on baking bread and pastries are effective.

APPENDIX A

ALPHABETICAL LISTING OF SOURCES

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ALPHABETICAL LISTING OF SOURCES

A AIMS
626 Justin Ave.
Glendale, California 91201

Alliance for Engineering in Medicine and Biology
5480 Wisconsin Ave., Suite 212
Chevy Chase, Maryland 20015

Alumnae Advisory Center, Inc.
541 Madison Ave.
New York, N.Y. 10022

Amalgamated Meat Cutters and Butcher Workmen of North America
2800 N. Sheridan Rd.
Chicago, Illinois 60657

American Anthropological Assn.
1703 New Hampshire Ave., N.W.
Washington, D.C. 20009

American Art Therapy Assn., Inc.
3607 S. Braeswood Blvd.
Houston, Texas 77025

American Association of Colleges of Pharmacy
Office of Student Affairs
8121 Georgia Ave., Suite 800
Silver Spring, Maryland 20910

American Association of Nurse Anesthetists
111 E. Wacker Dr., Suite 929
Chicago, Illinois 60601

American Bakers Assn.
1700 Pennsylvania Ave., N.W.
Washington, D.C. 20006

The American College of Nurse-Midwives
1000 Vermont Ave., N.W.
Washington, D.C. 20005

American College of Radiology
20 N. Wacker Dr.
Chicago, Illinois 60606

American Dental Assn.
211 E. Chicago Ave.
Chicago, Illinois 60611

American Farm Bureau Federation
225 Touhy Ave.
Park Ridge, Illinois 60068

American Federation of Television and Radio Artists
1350 Avenue of the Americas
New York, N.Y. 10019

American Fisheries Society
1319 - 18th St., N.W.
Washington, D.C. 20036

The American Forestry Assn.
1319 - 18th St., N.W.
Washington, D.C. 20036

American Fund for Dental Education
211 E. Chicago Ave., Suite 1630
Chicago, Illinois 60611

American Geological Institute
5205 Leesburg Pike
Falls Church, Virginia 22041

American Institute of Biological Sciences
1401 Wilson Blvd.
Arlington, Virginia 22209

American Library Association
(Attn: Office for Library Personnel Resources)
50 E. Huron St.
Chicago, Illinois 60611

American Medical Women's Assn.
1740 Broadway
New York, N.Y. 10019

American Mutual Insurance Alliance
20 N. Wacker Dr.
Chicago, Illinois 60606

American Personnel and Guidance Assn.
1607 New Hampshire Ave., NW
Washington, D.C. 20009

American Society for Metals
(Attn: Career Development Office)
Metals Park, Ohio 44073

The American Society for Personnel Administration
19 Church St.
Berea, Ohio 44017

American Society of Ichthyologists and Herpetologists
Div. of Reptiles and Amphibians
United States National Museum
Washington, D.C. 20560

American Society of Radiologic Technologists
500 N. Michigan Ave., Suite 836
Chicago, Illinois 60611

American Statistical Assn.
806 - 15th St., N.W.
Washington, D.C. 20005

American Translators Assn.
P.O. Box 129
Croton-on-Hudson, N.Y. 10520

American Vocational Assn., Inc.
1510 H St., N.W.
Washington, D.C. 20005

American Watchmakers Institute
P.O. Box 11011
Cincinnati, Ohio 45211

Arco Publishing Co.
219 Park Avenue South
New York, N.Y. 10003

Association of American Geographers
1710 Sixteenth St., N.W.
Washington, D.C. 20009

Association of American Railroads
Public Relations Department
1920 L St., N.W.
Washington, D.C. 20036

B Bellman Publishing Company
Post Office Box 164
Arlington, Mass. 02174

B'nai B'rith Career and Counseling Services
1640 Rhode Island Ave., N.W.
Washington, D.C. 20036

Brick Institute of America
1750 Old Meadow Rd.
McLean, Virginia 22101

Bureau of Labor Statistics
United States Department of Labor

All publications may be ordered from any regional office of the Bureau of Labor Statistics, listed below. Payment must accompany the order. Make check payable to Superintendent of Documents.

- 1603 Federal Office Bldg.
  Boston, Mass. 02203
- 1515 Broadway
  New York, N.Y. 10036
- P.O. Box 13309
  Philadelphia, Pa. 19101
- 1371 Peachtree St., N.E.
  Atlanta, Georgia 30309
- 230 South Dearborn St.
  Chicago, Ill. 60604
- 555 Griffin Square Bldg.
  Dallas, Tex. 75202
- 911 Walnut St.
  Kansas City, Mo. 64106
- 450 Golden Gate Ave.
  Box 36017
  San Francisco, Calif. 94102

Butterick Fashion Marketing Co.
161 Sixth Ave.
New York, N.Y. 10013

Careers, Inc. C
Largo, Florida 33540

Catalyst
14 E. 60th St.
New York, N.Y. 10022

Chronicle Guidance Publications, Inc.
Moravia, New York 13118

Churchill Films
662 N. Robertson Blvd.
Los Angeles, California 90069

College Placement Council, Inc.
P.O. Box 2263
Bethlehem, Pennsylvania 18001

Commercial Educational Distributing Services
P.O. Box 3711
Portland, Oregon 97308

Commission on the Ministry
American Baptist Churches
Valley Forge, Pennsylvania 19481

Communications Workers of America
1925 K St., N.W.
Washington, D.C. 20006

Contemporary/McGraw-Hill Films
1221 Avenue of the Americas
New York, N.Y. 10020

Coronet Films
65 E. South Water St.
Chicago, Illinois 60601

Coronet Instructional Media
65 E. South Water St.
Chicago, Illinois 60601

Council of Better Business Bureaus, Inc.
1150 - 17th St., N.W.
Washington, D.C. 20036

Council on Hotel, Restaurant & Institutional Education
1522 K St., N.W., Suite 736
Washington, D.C. 20005

Counselor Films, Inc.
2100 Locust St.
Philadelphia, Pennsylvania 19103

D Department of the Army
Headquarters, U.S. Army Recruiting Command
Fort Sheridan, Illinois 60037

Direct Mail/Marketing Assn., Inc.
6 East 43rd St.
New York, N.Y. 10017

Doubleday Multimedia
(Attn: Sales Promotion Dept.)
P.O. Box 11607
Santa Ana, California 92705

Education Council of the Graphic Arts Industry, Inc. E
4615 Forbes Ave.
Pittsburgh, Pennsylvania 15213

Educational Institute of the American Hotel and Motel Assn.
Stephen S. Nisbet Bldg.
Michigan State University
1407 S. Harrison Rd.
East Lansing, Michigan 48823

Entomological Society of America
P.O. Box AJ
4603 Calvert Rd.
College Park, Maryland 20740

Environmental Protection Agency
Public Information Center (PM-215)
Room 2106 WSM
Washington, D.C. 20460

ERIC Counseling and Personnel Services Information Center — Univ. of Michigan
P.O. Box 635
Ann Arbor, Michigan 48107

Farmers Home Administration F
United States Department of Agriculture
Washington, D.C. 20250

Federal Aviation Administration
United States Department of Transportation
800 Independence Ave., S.W.
Washington, D.C. 20591

FilmFair Communications
10900 Ventura Blvd.
Studio City, California 91604

Films Incorporated
440 Park Ave.
New York, N.Y. 10016

Gemological Institute of America G
11940 San Vicente Blvd.
Los Angeles, California 90049

General Aviation Manufacturers Assn.
1025 Connecticut Ave., N.W., Suite 1215
Washington, D.C. 20036

General Building Contractors Assn., Inc.
2 Penn Center Plaza, Suite 1212
Philadelphia, Pennsylvania 19102

General Motors Corporation, Public Relations
3044 West Grand Blvd.
Detroit, Michigan 48202

The Greater Cleveland Hospital Assn.
Education Department
1021 Euclid Ave.
Cleveland, Ohio 44115

H Hawthorn Books, Inc.
260 Madison Ave.
New York, N.Y. 10016

Health Careers Council of Alabama
901 South 18th St.
Birmingham, Alabama 35205

Health Careers of Ohio
P.O. Box 5574
Columbus, Ohio 43221

Health Careers Program (of Wisconsin)
P.O. Box 4387
Madison, Wisconsin 53711

Houghton Mifflin
Pennington-Hopewell Rd.
Hopewell, New Jersey, 08525
(also Regional Sales Offices in Atlanta, Georgia; Dallas, Texas; Geneva, Illinois; Palo Alto, California)

I Indiana Health Careers, Inc.
2905 N. Meridian St.
Indianapolis, Indiana 46208

Institute of Internal Auditors, Inc.
5500 Diplomat Circle
Orlando, Florida 32810

Institute of Life Insurance
277 Park Ave.
New York, N.Y. 10017

Instrument Society of America
400 Stanwix St.
Pittsburgh, Pennsylvania 15222

International Assn. of Fire Chiefs
1725 K St., N.W.
Washington, D.C. 20006

International Federation of Professional and Technical Engineers, AFL-CIO
1126 Sixteenth St., N.W., Suite 206
Washington, D.C. 20036

Investment Counsel Assn. of America, Inc.
127 East 59th St.
New York, N.Y. 10022

Julian Messner J
1 West 39th St.,
New York, N.Y. 10018

Lovejoy's College Guide L
443 Broad St.
Red Bank, New Jersey 07701

MacMillan, Inc. M
866 Third Ave.
New York, N.Y. 10022

Maritime Administration
Office of Maritime Manpower
United States Department of Commerce
Washington, D.C. 20230

Menswear Retailers of America
390 National Press Bldg.
Washington, D.C. 20004

Mississippi Employment Security Commission
P.O. Box 1699
Jackson, Mississippi 39205

Missouri Department of Labor and Industrial Relations
Division of Employment Security
Box 59
Jefferson City, Missouri 65101

Modern Film Rentals
2323 New Hyde Park Rd.
New Hyde Park, N.Y. 11040

Modern Talking Picture Service
2323 New Hyde Park Rd.
New Hyde Park, N.Y. 11040

Motorola Teleprograms, Inc.
4825 N. Scott St.
Schiller Park, Illinois 60176

N National Alliance of Television and Electronics Service Assns.
5908 S. Troy St.
Chicago, Illinois 60629

National Art Education Assn.
1916 Association Dr.
Reston, Virginia 22091

The National Assn. for Mental Health, Inc.
1800 N. Kent St.
Arlington, Virginia 22209

National Assn. for Practical Nurse Education and Service, Inc.
122 East 42nd St.
New York, N.Y. 10017

National Assn. for Retarded Citizens
2709 Avenue E, East
P.O. Box 6109
Arlington, Texas 76011

National Assn. for Women Deans, Administrators and Counselors
1028 Connecticut Ave., N.W., Suite 922
Washington, D.C. 20036

National Assn. of Animal Breeders
P.O. Box 1033
Columbia, Missouri 65201

National Assn. of Educational Broadcasters
1346 Connecticut Ave., N.W.
Washington, D.C. 20036

National Assn. of Purchasing Management
11 Park Pl.
New York, N.Y. 10007

National Assn. of Schools of Art
11250 Roger Bacon Dr.
Reston, Virginia 22090

National Farm and Power Equipment Dealers Assn.
2340 Hampton Ave.
St. Louis, Missouri 63139

National Fire Protection Assn.
470 Atlantic Ave.
Boston, Massachusetts 02210

National Food Brokers Assn.
1916 M St., N.W.
Washington, D.C. 20036

National Forest Products Assn.
1619 Massachusetts Ave., N.W.
Washington, D.C. 20036

National Health Council, Inc.
Box 40, Radio City Station
New York, N.Y. 10019

National Knitted Outerwear Assn.
51 Madison Ave.
New York, N.Y. 10010

National Machine Tool Builders Assn.
7901 W. Park Dr.
McLean, Virginia 22101

National Maritime Union of America, AFL-CIO
346 West 17th St.
New York, N.Y. 10011

National Newspaper Assn.
491 National Press Bldg.
14th & F Sts., N.W.
Washington, D.C. 20004

National Park Service
Department of the Interior
Washington, D.C. 20240

National Rehabilitation Assn.
1522 K St., N.W.
Washington, D.C. 20005

National Roofing Contractors Assn.
1515 N. Harlem Ave.
Oak Park, Illinois 60302

National Society of Professional Engineers
2029 K St., N.W.
Washington, D.C. 20006

National Television News
6016 Fallbrook Ave.
Woodland Hills, California 91364

Nevada Hospital Assn.— Operation MEDIHC
1450 E. Second St.
Reno, Nevada 89502

New Readers Press
Box 131
Syracuse, New York 13210

Nursing Careers
3300 Chester Ave.
Cleveland, Ohio 44114

O Oklahoma Council for Health Careers
P.O. Box 53151
Oklahoma City, Oklahoma 73105

Oxford Films
1136 N. Las Palmas Ave.
Los Angeles, California 90038

P Pathescope Educational Films, Inc.
71 Weyman Ave.
New Rochelle, N.Y. 10802

Pendell Publishing Co.
Box 1665
Midland, Michigan 48640

The Personnel Journal, Inc.
100 Park Ave.
Swarthmore, Pennsylvania 19081

Philadelphia Center for Health Careers, Inc.
311 S. Juniper St., Room 402
Philadelphia, Pennsylvania 19107

Pennsylvania Bureau of Employment Security
Department of Labor and Industry
Labor and Industry Bldg.
Seventh and Forster Sts.
Harrisburg, Pennsylvania 17121

Presbyterian Distribution Service
225 Varick St.
New York, N.Y. 10014

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GUAM—Department of Labor, Government of Guam, Agana 96910
HAWAII—Department of Labor and Industrial Relations, 825 Mililani St., Honolulu 96813
IDAHO—Department of Employment, P.O. Box 35, 317 Main St., Boise 83707
ILLINOIS—Bureau of Employment Security, 165 N. Canal St., Chicago 60606
INDIANA—Employment Security Division, 10 N. Senate Ave., Indianapolis 46204
IOWA—Employment Security Commission, 1000 E. Grand Ave., Des Moines 50319
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APPENDIX B

FORMS USED IN SURVEY

ADULT CAREER EDUCATION RESOURCES SURVEY

Reviewer: _____

Date Reviewed: _____

Appropriate for Adults: Yes/No

Catalog Number: _____

_____ Recommended as of Superior Quality

_____ Highly Recommended

_____ Recommended

_____ Recommended with Reservation

_____ Not Recommended

OCCUPATIONAL AND CAREER LITERATURE REVIEW

Title: _____ Author: _____

Source: _____

_____

Published: _____ Pages _____ Price: _____ Reading Level _____ (Fry)

(Abstract) _____

_____

_____

_____

_____

_____

1. User's guide included: Yes/No
2. Subject Area: _____
3. Appropriate for individual use: Yes/No
4. Useful only with professional guidance: Yes/No

1. Type of Literature

_____ Specific occupation or career

_____ Occupational family

_____ Recruitment literature

_____ Other (specify)

II. Content

A. Of Particular Relevance to Adult Students	Excellent	Good	Fair	Poor	Unacceptable
1. Definition of Occupation					
2. Work Duties					
3. Work Settings and Conditions Illustrated					
4. Qualifications/Preparation Required					
5. Credentials Required (degrees, licenses, union, etc.)					
6. Methods of Job Entrance					
7. Personal Attributes					
a. physical demands					
b. emotional demands					
8. Advancement Possibilities					
9. Employment Outlook (including supply and demand, technological, economic, demographic factors)					
10. Potential Personal Rewards (i.e., income level, prestige, use of creative abilities, decision-making opportunities, psycho-social impact, comforts)					

B. Of Particular Relevance to Quality Career Literature					
1. History of Occupation					
2. Importance of Occupation to the Community					
3. Advantages and Disadvantages of Career Area					
Subtotal Content A + B					
Subtotal Inflated	x5____	x4____	x3____	x2____	x1____

Total Points (Inflated) Content A + B _____

III. Style and Format

	Excellent	Good	Fair	Poor	Unacceptable
1. Style: Data is Clear, Concise, Accurate, Appropriate					
2. Quality of Publication: Readable Type, Quality of Paper, Enhancing Pictures, Layout, Etc.					
Subtotal Style & Format III					
Subtotal Inflated	x5___	x4___	x3___	x2___	x1___

Total Points (Inflated) Style and Format _____

Total Points (Inflated) Content (A + B) (see previous page) _____

Total Points (Inflated) Content (A + B) + Style and Format _____

Rating Summary

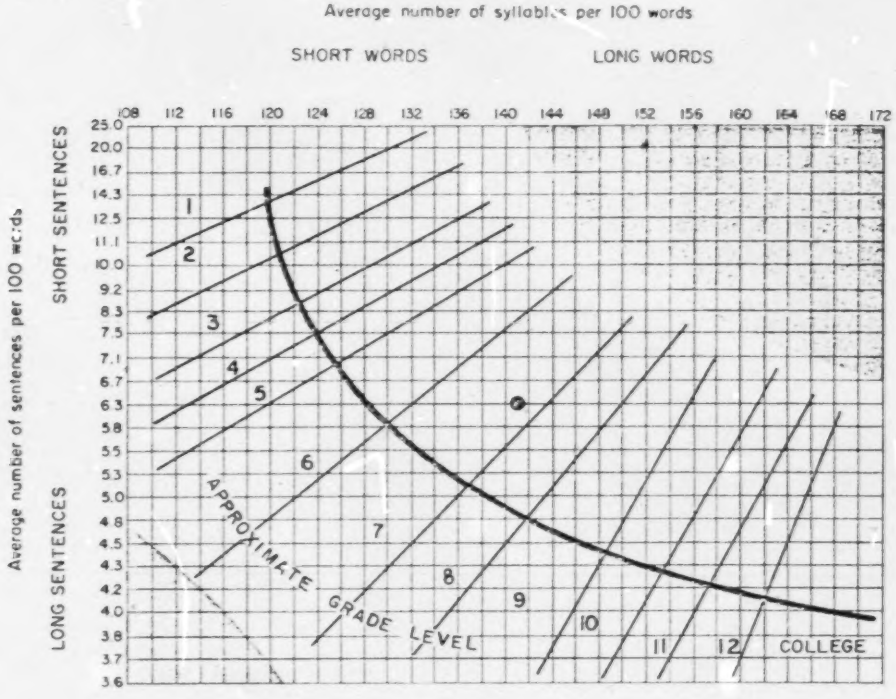
Total Points:

70-80	Recommended as of Superior Quality
56-69	Highly Recommended
42-55	Recommended
28-41	Recommended with Reservation
17-27	Not Recommended
16	Unacceptable

IV. Reviewer's comments and/or opinions of the publication above and beyond items listed above. Perceptable bias in publication should be mentioned here as well as any other pertinent information (i.e., lack of supplemental source listing, etc.).

GRAPH FOR ESTIMATING READABILITY

by Edward Fry, Rutgers University Reading Center, New Jersey



DIRECTIONS: Randomly select 3 one hundred word passages from a book or an article. Plot average number of syllables and average number of sentences per 100 words on graph to determine the grade level of the material. Choose more passages per book if great variability is observed and conclude that the book has uneven readability. Few books will fall in gray area but when they do grade level scores are invalid.

EXAMPLE:

	SYLLABLES	SENTENCES
1st Hundred Words	124	6.6
2nd Hundred Words	141	5.5
3rd Hundred Words	158	6.8
AVERAGE	141	6.3

READABILITY 7th GRADE (see dot plotted on graph)

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For further information and validity data see the April, 1968 Journal of Reading and the March, 1969 Reading Teacher.

ADULT CAREER EDUCATION RESOURCES SURVEY

Reviewer: _____

Date Reviewed: _____

Appropriate for Adults: Yes/No

Catalog Number: _____

_____ Recommended as of Superior Quality

_____ Highly Recommended

_____ Recommended

_____ Recommended with Reservation

_____ Not Recommended

OCCUPATIONAL AND CAREER AUDIO-VISUAL REVIEW

Title: _____ Author: _____

Producer: _____

_____

Produced: _____ Length _____ Price _____

(Abstract) _____

_____

_____

_____

_____

_____

1. Type of Medium:
   a. _____ mm Film - Sound_____, Silent_____, B&W_____, Color_____
   b. Filmstrip (or Series)_____, Silent_____, Sound_____
      (Tape_____; Record_____)
   c. Slide Series: No._____ Audio Disc_____, Tape _____
   d. Cassette _____
   e. Videotape _____
   f. Other _____
2. User's guide included: Yes/No
3. Subject Area: _____
4. Appropriate for individual use: Yes/No
5. Useful only with professional guidance: Yes/No

I. Scope of Media

_____ Specific occupation or career

_____ Occupational family

_____ Recruitment material

_____ Other (specify)

II. Content

A. Of Particular Relevance to Adult Students	Excellent	Good	Fair	Poor	Unacceptable
1. Definition of Occupation					
2. Work Duties					
3. Work Settings and Conditions Illustrated					
4. Qualifications/Preparation Required					
5. Credentials Required (degrees, licenses, union, etc.)					
6. Methods of Job Entrance					
7. Personal Attributes a. physical demands					
b. emotional demands					
8. Advancement Possibilities					
9. Employment Outlook (including supply and demand, technological, economic, demographic factors)					
10. Potential Personal Rewards (i.e., income level, prestige, use of creative abilities, decision-making opportunities, psycho-social impact, comforts)					

B. Of Particular Relevance to Quality Career Information					
1. History of Occupation					
2. Importance of Occupation to the Community					
3. Advantages and Disadvantages of Career Area					
Subtotal Content A + B					
Subtotal Inflated	x5____	x4____	x3____	x2____	x1____

Total Points (Inflated) Content A + B _____

III. Presentation of Media

	Excellent	Good	Fair	Poor	Unacceptable
1. Effectiveness of presentations — clarity and consistency; over-all aesthetic qualities, enhancing vocal and/or visual effects					
2. Technical quality of medium — clear audio and/or visual aspects					
3. General appeal to adults exploring career or job opportunity in field					
Subtotal Presentation of Media					
Subtotal Inflated	x5____	x4____	x3____	x2____	x1____

Total Points (Inflated) Style and Format _____

Total Points (Inflated) Content (A + B) (see previous page) _____

Total Points (Inflated) Content (A+B) + Style and Format _____

Rating Summary

Total Points:

75-85	Recommended as of Superior Quality
60-74	Highly Recommended
44-59	Recommended
29-43	Recommended with Reservation
18-28	Not Recommended
17	Unacceptable

IV. Reviewer's comments and/or opinions of the audio-visual piece above and beyond items listed above. Perceptible bias in media should be mentioned here as well as any other pertinent information (i.e., lack of supplemental source listing, etc.)

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